CLASSIFICATION OF FEMALE INMATES

The Commissioner has given his approval to a Gender Specific Classification System for Female Inmates. This classification system was developed by an Implementation Committee comprising representation from Classification Branch, Women's Services Unit, relevant Regional Offices and Correctional Centres housing female inmates.

The Committee, which will also oversee the implementation of the classification system, recently agreed:

i. that the Gender Specific Classification System for Female Inmates will be progressively brought into effect from 1 June 1997; and

ii. to establish a working party to develop the related operational procedures and to determine the most effective ways in which to implement the procedures.

The working party, comprising Bob Lee, Deputy Manager, Corrections Operations Support Team, Marilyn Wright, SAS, Emu Plains Correctional Centre and Dave Clapson, SAS, Mulawa Correctional Centre, was established on 21 May 1997.

The working party recognises that there are many staff members throughout the Department who have specialised skills and particular interests in the management of female inmates. Accordingly, the working party would like to invite all staff with an interest in this area to contribute to this project by submitting their suggestions for the most effective ways in which to implement the procedures.

A copy of the Gender Specific Classification System for Female Inmates document may be obtained from the Deputy Governors of both Mulawa and Emu Plains Correctional centres, the Women's Services Unit or the Library at the Corrective Services Academy.

All suggestions, which must be in writing, may be faxed to the working party on facsimile (02) 9804 5428. As the working party is working to an extremely tight deadline, all suggestions must be received prior to 1 May 1997.
Any enquiries should be directed to the members of the working party on telephone (02) 9804 5446.

Governors are to ensure that all staff are advised of this directive.

R G WOODHAM
Assistant Commissioner
Operations

24 April 1997
The two attached papers recommend that you approve:

- the drafting of an amendment to clause 10 of the Prisons (General) Regulation 1995 to provide for a new classification system for female inmates, as follows:

  
  1. **Category 1: Confined**
  
  Female inmates who, in the opinion of the Commissioner, should at all times be confined by a secure physical barrier

  2. **Category 2: Supervised**
  
  Female inmates who, in the opinion of the Commissioner, should be confined by a physical barrier unless in the company of an officer or authorised person

  3. **Category 3: Random Supervision**
  
  Female inmates who, in the opinion of the Commissioner, need not be confined by a physical barrier at all times but who need some level of supervision by an officer or authorised person

  4. **Category 4: No supervision**
  
  Female inmates who, in the opinion of the Commissioner, need not be confined by a physical barrier at all times and who need not be supervised

  [*E* category would be retained]

- the granting of an exemption under section 126A of the Anti-Discrimination Act 1977 so that the above amendment can be made without breaching the Anti-Discrimination Act.

The proposed new categories parallel existing categories B, C1, C2, and C3. If the new categories are approved, no female inmate will ever be classified “A” category.

I RECOMMEND that you approve the recommendations in both papers. The Department will then arrange for Parliamentary Counsel to draft the amendment.

I accept these recommendations: LEO KELIHER

Commissioner

December 1996

Minister in principle but I believe the 10/11/97
2. BACKGROUND

Inmates are classified to determine appropriate levels of supervision, housing and legal requirements, program needs and work assignments.

The Gender Specific Classification System for Female Inmates highlights the fact that female inmates in NSW fit the catch phrase of "High Need - Low Risk". It gives priority to female inmates' program needs and is based on the following statistical profile of female inmates in NSW correctional centres:

- the number of female inmates in NSW is relatively small;
- the average length of sentence for female inmates is three (3) months;
- at least 80% of female inmates have to deal with drug and alcohol related issues;
- a high percentage of female inmates are the primary carers of children and
- a high percentage of female inmates have survived domestic violence and abuse.

There are many contrasts between the profile of male and female inmates. Three of them have been especially significant in designing these procedures. First, female offenders are generally less violent and dangerous when compared with male offenders, both inside and outside prison. Second, female inmates who are mothers are likely to be the primary carers of their children. Finally, of about 5500 inmates in full-time custody, only 320 are women. The male imprisonment rate is about 20 times higher than the female rate.

These contrasts find expression in the core elements of this proposal:

(1) Classification and placement of female inmates is to be determined as part of a comprehensive and detailed case plan designed to address their individual and identified needs.

(2) The classification and placement of female inmates aims to put the interests of the children of mothers who are serving a full time prison sentence at the highest priority by seeking to ensure the continuity of their relationship with their primary carer.

(3) All correctional centres for female inmates are to be redefined as variable security facilities as they provide the appropriate security, community protection and the necessary elements of sentencing policy: retribution, rehabilitation and deterrence.

(4) Female inmates will normally be accorded a security rating at their initial classification which recognises that they need some level of supervision but need not be confined by a physical barrier at all times unless identified factors require this to be overridden.
Gender Specific Classification (Working Party)
C.O.S.T Team
☎ (02) 9804-5446
Mobile: (0419) 426-586
Fax: (02) 9804-5428

Bob Lee
Marilyn Wright
David Clapson

22 April, 1997

Opportunity to provide professional input to Working Party:

The Commissioner has given approval for significant changes to the Classification of Female inmates. Following discussions at the April meeting of the Implementation Committee it was agreed that the NEW Gender Specific Classification Policies and Procedures will be progressively brought into effect from the 1st June 1997. To ensure that these deadlines will be met a working party consisting of Bob Lee; Marilyn Wright & David Clapson was appointed on Monday 21st April 1997 to provide Operational Procedures to the implementation Committee by the 1st May 1997.

In an effort to ensure that these processes will be smooth and beneficial the working party will be exploring how best to implement these procedures. This team recognise there are a variety of areas of specialised skills, you are invited to provide the working party with your professional input.

For all interested parties, this working party has arranged for The Gender Specific Classification document to be available from the Deputy Governor of both Mulawa & Emu Plains Correctional Centres, as well as the Women’s Services Unit and the Library at the Corrective Services Academy.

All suggestions MUST be in writing and be received prior to the 1st May 1997 to allow us to consider your recommendations for possible inclusion.

Bob Lee
Deputy Manager C.O.S.T
22 April, 1997
WOMEN'S CLASSIFICATION PROCEDURES

1. RELEVANT LEGISLATION

The classification duties of the Department are stipulated in the NSW Prisons Act 1952 and the Prisons (General) Regulation 1995.

Female inmates who fall into the category of serious offender are defined in the Prisons Act, Part 10, Section 39.

The Female Specific Classification Policy facilitates the placement of female inmates to and from the following correctional centres:

- Mulawa Correctional Centre
- Emu Plains Correctional Centre
- Norma Parker Correctional Centre
- Women's Unit, Grafton Correctional Centre
- Bathurst Correctional Centre
- Junee Correctional Centre
- Broken Hill Correctional Centre

Residency at the Parramatta Transitional Centre is determined by a special selection committee.

2. PROCEDURES

2.1 Role Definition of Women's Correctional Centres and Admission Criteria

Mulawa, Emu Plains, Norma Parker and Grafton Female Correctional Centres will be gazetted as variable security facilities for women inmates.

Each centre has a clearly defined role and provides specialised programs

2.1.1 Mulawa Correctional Centre's role

will be to act as the main reception facility for women and as the provider of targeted, short duration programs

* induction and screening program
* detoxification programs
* short stay therapeutic programs for women who have demonstrated difficulty in adjusting to prison life
* drug free wing
* short stay and acute medical care
Parker and Emu Plains Correctional Centres, providing encouragement for inmates to progress to those centres.

2.1.7 Female inmates who progress to Emu Plains and Norma Parker Correctional Centres as part of their case plan are exempt from the protocols and criteria of the escape strategy (ACO 96/21) and the Pre-Release Leave policy as they have been assessed as presenting a low risk of escape and a low risk to the community, staff and other inmates. This provision also recognises the shorter mean sentences of female offenders and the importance of strategies which maintain family contact.

2.2 Reception and Screening

2.2.1 Court staff will commence the process of assessment by recording relevant information on the Court Officer's Screening Form. They will also seek to obtain any copies of relevant documents, such as Pre-Sentence Reports and judge's comments. This information will accompany the inmate to their centre of reception.

2.2.2 Women will be received from court at Mulawa, Grafton, Junee, Broken Hill and Bathurst Correctional Centres. All female inmates are received on the presumption that they should be confined by a physical barrier until they are assessed by the case management team.

2.2.3 For the purpose of receiving women inmates in northern New South Wales, Grafton Women's Unit will adopt the same screening, assessment, induction, case management and classification procedures as are in place at Mulawa Correctional Centre. The recommendations of the case management team (acting as the Program Review Committee) will be reviewed by a Case Management Committee chaired by a Manager, Classification and Placement, and comprising membership of both custodial and non-custodial staff from Grafton Correctional Centre (refer Annexure 1).

2.2.4 Annexure 1 sets out the process of reception, screening and induction, and the development of a program pathway for female inmates.

2.2.5 At the time of reception, female inmates in all reception centres will participate in the induction and screening program, which includes assessment by Corrections Health Services staff and a welfare officer (or in the case of Junee Correctional Centre, a counsellor) of the Department of Corrective Services.

2.2.6 Female inmates received at Junee and Bathurst Correctional Centres will be placed (awaiting classification) at Mulawa Correctional Centre following the resolution of any immediate medical, legal and social issues.

2.2.7 Female inmates who are first received at Mulawa Correctional Centre, or who are first received at Junee and Bathurst Centres and subsequently transferred to Mulawa Correctional Centre, will be initially housed in the Induction Unit. Female inmates will remain at Mulawa Correctional Centre for a sufficient period to complete the
induction assessment and to be reviewed by the case management team, acting as either the Program Review Committee or Reception Committee. Components of the Induction Unit program will involve inmate peer support on a formal basis. It is expected that the reception, screening, induction and assessment phase will take up to ten days.

2.2.8 Female inmates who complete this stage in less time, and for whom participation in other centre's programs would be beneficial, may be classified and transferred if recommended by the Program Review Committee and endorsed by the Case Management Committee. A central element of assessment will be ascertaining within the first forty eight hours following admission the nature of any primary care responsibilities of the female inmate.

2.2.9 Where the female inmate is the primary carer of a child or children and the arrangements for the care of the children are of immediate concern consideration must be given to prompt admission to the full time residence program for mothers and children. The Children's Services Co-ordinator must be consulted to advise of suitability for prompt admission to the program.
2.3 Assessment and Case Plan

2.3.1 Following their induction, female inmates will be assessed by the case management team, acting as either Reception Committee or Program Review Committee. The aim of assessment is to identify the inmate's needs and the programs that are available to meet them, as well as to identify a suitable program pathway that could assist the inmate for their return to post-release responsibilities.

2.3.2 Assessment is based on the material gathered during the screening and induction program, together with material gathered by the case management team during their interview with the inmate, and any additional background material available.

Assessment should address the following issues:
- the nature and extent of any substance dependency and current level of substance use;
- the nature and extent of any medical or mental health care needed;
- the nature and extent of any self-harm risk;
- the level of risk posed to other inmates, staff and the community;
- the potential of escape;
- the nature of any caretaker role for children or other dependents;
- the presence of any association difficulties with other inmates;
- those factors which contributed to the offence; and
- any special needs of the inmate.

2.3.3 Following the assessment of each female inmate, the case management team will develop a comprehensive case plan, and make recommendations for placement and classification. Representatives of the Corrections Health Service should participate in the case management team which develops each female inmate's case plan.

2.3.4 An inmate can nominate a member of staff to fulfill an advocacy role for them when they are reviewed by the case management team. If the inmate does not nominate a member of staff to act as their advocate, that role will be taken on by a member of the case management team. An inmate may request that a member of staff or an inmate peer make representations to the case management team on her behalf.

2.3.5 A designated Manager of Classification and Inmate Placement will convene a Case Management Committee to review the recommendations of the case management team, acting as the Program Review Committee. The Committee will comprise at least one representative from each of Mulawa and Emu Plains Correctional Centres. The Manager will work closely with the staff of the metropolitan women’s facilities in the implementation of these procedures.

2.3.6 Female inmates within the jurisdiction of the Serious Offenders Review Council are to be dealt with in accordance with the above procedures. The Case Management Committee will provide the Serious Offenders Review Council with a copy of the
2.4 Classification

2.4.1 Following review by the case management team, female inmates will always be ascribed a security rating which recognises that they need not be confined by a physical barrier at all times but need some level of supervision by an officer or nominated employee, unless there are specific reasons to warrant a departure from this. This recognises that the majority of women inmates present low risk and high need. Women falling into this category may be accommodated at Emu Plains, Grafton, or Broken Hill Correctional Centres.

2.4.2 A recommendation to ascribe any other security rating should be based on well documented, supporting argument. Case management teams should take into account the criteria outlined in Annexure Two.

2.4.3 Female inmates assessed as needing to be accommodated within the confines of a secure physical barrier can be housed at Mulawa, Grafton, Broken Hill, Junee and Bathurst Correctional Centres.

2.4.4 Female inmates assessed as needing to be confined by a physical barrier unless in the company of an officer or nominated employee can be accommodated at Mulawa, Emu Plains, Grafton or Broken Hill Correctional Centres.

2.4.5 Female inmates who do not need to be confined behind a secure physical barrier at all times and who do not require supervision by an officer or nominated employee can be accommodated at Emu Plains, Grafton, and Broken Hill Correctional Centres, Norma Parker Annexe, or the Transitional Centre.

2.4.6 Female inmates who have been convicted of an escape offence committed on or after 18.5.90 should be classified to an E1/E2 security category, in compliance with the regulations (see also ACO 96/11), and will remain at Mulawa Correctional Centre, until their classification is varied on the recommendation of the SORC, in accordance with the departmental policy for the reclassification of E1/E2 inmates to the programs available at Grafton, Emu Plains and Mulawa.

2.4.6 Female inmates who have been convicted of an escape offence committed on or after 31.10.88 but prior to 18.05.90 should be accorded a security rating which confines them within a secure physical barrier, until their classification is varied to E1 or E2 in accordance with the regulation.
2.5 Placement

2.5.1 In considering making a recommendation for placement, the case management team should take into account the needs of the inmate, policies regarding the placement of indigenous inmates and inmates with special needs, and the primary importance of maintaining the continuity of the relationship between a primary carer and their children.

2.5.2 The case management team will also take into account the following:

- a female inmate assessed as being acutely/actively at risk of self-harm shall remain at Mulawa until the implementation of a comprehensive case plan enables her to be considered for placement to another centre;
- when assessment indicates that a female inmate presents a reasonable risk of escape, she will remain at Mulawa Correctional Centre until the development and implementation of a case plan enables her to be considered for placement at another centre;
- when a female inmate is assessed as requiring frequent medical intervention or observation of a medical condition, she will remain at Mulawa Correctional Centre until those medical requirements no longer apply;
- female inmates requiring detoxification will remain at Mulawa Correctional Centre;
- female inmates who require protection status will remain at Mulawa Correctional Centre;
- remandees will remain at Mulawa Correctional Centre, except on the decision of the Regional Commander following a recommendation of the Program Review Committee ratified by the Case Management Committee;
- sentenced women with upcoming court appearances will preferably be held at Mulawa but may be placed at Emu Plains Correctional Centre, subject to vacancies, satisfaction of the Emu Plains Correctional Centre's admission criteria, and the availability of transport;
- female inmates assessed as suitable for the drug-free unit will remain at Mulawa Correctional Centre until completion of the program;
- female inmates serving lengthy sentences, or who are of public interest, may need to be accommodated initially at Mulawa Correctional Centre to assist in their induction, provide for the assessment of their risk, and the development of a detailed case plan designed to assist them to progress to a broader range of programs available at other centres;
- female inmates who have a history of violent crime or violent behaviour will remain at Mulawa Correctional Centre while they are fully assessed and a comprehensive case plan developed to assist them to responsibly take control of their behaviour; subsequently, a woman inmate may move to other centres as part of her normal case management and following the demonstration that she can now behave in a controlled manner and not present as a threat to other inmates or staff;
- fine defaulters will participate in the induction and screening program and be
2.6 Program Pathways and Inmate Movement between Centres

2.6.1 Female inmates are not to be handcuffed in transport vehicles on escort to and from court, and on escort between correctional centres.

2.6.2 When a female inmate has a medical condition which requires levels of treatment observation not available within their current centre of placement, she will be transferred to Mulawa Correctional Centre until medical staff are satisfied that she longer needs to be in a centre which provides such levels of treatment.

2.6.3 Following any deterioration in behaviour, including a drug offence, the local case management team will review an inmate's case plan to ensure that it includes measures designed to restore the inmate to her previous level of achievement.

2.6.4 Female inmates who present management problems and who require a secure environment which only Mulawa Correctional Centre can provide, can be returned to Mulawa Correctional Centre on the recommendation of another centre's case management team acting as Program Review Committee. The recommendation must be approved by the Case Management Committee, chaired by the relevant Manager, Classification and Placement, and comprising membership of staff from Emu Plains and Mulawa Centres. Such situations may include:

- female inmates who demonstrate by their conduct that they are unwilling or unable to comply with the discipline set for that centre;
- female inmates who provide three non-prescribed drug positive urinalysis results while at Emu Plains or Norma Parker Correctional Centres; and/or
- female inmates who are intoxicated and cannot be managed at Emu Plains or Norma Parker Correctional Centres.

The Case Manager of the relevant centre will contact the Case Manager at Mulawa Correctional Centre to discuss the circumstances of the woman's transfer prior to her move.

2.6.5 A female inmate returned to Mulawa Correctional Centre in such circumstances will have her case plans reviewed to ensure that there are strategies in place and programs made available to assist her to resolve the issues requiring her return to Mulawa.

2.6.6 Once these issues have been resolved, a female inmate may again be considered for placement at another centre. Her case plan should include strategies to avoid relapse following transfer to another centre and details of those strategies should be discussed by the respective centre's Case Managers prior to her transfer.

2.6.7 A temporary placement change because of an emergency such as the need for acute medical care may be made through a change of placement. The inmate may be returned to her original centre through a subsequent change of placement. Such a placement change will be part of the inmate's case plan.
To: Commissioner Keicher  
From: Renée Williams  
Subject: Female Specific Classification System  
Date: 18 November 1996

Your approval and endorsement is sought for the following:

The introduction of a female specific classification system is a major policy shift in the operations of the NSW Department of Corrective Services. The classification and placement of female inmates is to be determined as part of a comprehensive and detailed case plan designed to address the inmates’ individual and identified needs.

The new policy recognises that a needs-based classification system will ensure that female inmates have access to programs which will provide them with the necessary skills to prepare for their post-release responsibilities and thus avoid re-offending behaviour.

The new classification system does not stand alone. The classification process is driven by the program needs and thus gives female inmates the opportunity to participate in programs flexible enough to cater for their specific needs.

Until recently, the Department’s Women’s Program lacked the flexibility to implement a needs-based classification system. With the opening of the Emu Plains Correctional Centre, in particular the Jacaranda Cottages, and the Parramatta Transitional Centre, there is a greater variety of placement opportunities for female inmates. This again will be further improved with the establishment of a women’s facility at the Grafton Correctional Centre.

The new classification system provides an opportunity for all institutions accommodating female inmates to co-operate formally in order to ensure the implementation of an effective and efficient Program Pathways program based on case management.

I endorse the Operational Framework and Procedures as submitted by the DWSU and DCP.

In order to implement the new female specific classification system, the following actions will be carried out:

1. The Policy Unit/Legal Branch will finalise the Draft Proposal to amend Clause 10 of the Prisons (General Regulation 1995).
2. The above is linked with a submission to declare the female specific classification system a special needs project under the NSW Anti-Discrimination Act 1977.

3. The working party comprising operational staff and representatives of the WSU and ICP finalises a programs audit in co-operation with senior IDS staff to ensure that each correctional centre can fulfill its roles as defined in the Women's Classification Procedures.

4. The results of this audit will be used as a basis to review the IDS allocation for each centre.

5. A staff training package to ensure the effective implementation of the new system will be developed in co-operation between the ICP and WSU and CSA.

[Signature]
21.11.96
MEMORANDUM

TO: ACOPS, A/COMMISSIONER
FROM: L. ALLPASS, DIRECTOR, CLASSIFICATION AND PLACEMENT AND BERNADETTE O'CONNOR, DIRECTOR WOMEN'S SERVICES UNIT
SUBJECT: WOMEN'S CLASSIFICATION PROCEDURES
DATE: 21 August, 1996

Attached is the draft Women's Classification Procedures submitted for your approval.

The operation of the Procedures is dependent on proposed legislative amendments, (being prepared by the Policy Unit) and exemption under section 126A of the Anti-Discrimination Act 1977 (submission being prepared by WSU and Legal Branch), thus approval should be conditional. Adoption of the Procedures at this stage will allow a lead in period for documentation and training schedules to be prepared by the Inmate Classification Branch and the Women's Services Unit.

The draft Procedures put into operational effect the principles and objectives outlined in Submission for a Gender Specific Classification System for Female Inmates and The Policy for Mothers and Children's Program. The core elements of the draft procedures are that:

1. The classification and placement of female inmates is to be determined as part of a comprehensive and detailed case plan designed to address their individual and identified needs.

2. The classification and placement of female inmates aims to put the interests of the child/ren of mothers who are serving a full time prison sentence at the highest priority by seeking to ensure the continuity of their relationship with their primary carer.

3. All women's centres be redefined as variable security facilities, as they provide the appropriate security, community protection, and necessary elements of retribution, rehabilitation, and deterrence required for female inmates.

4. Female inmates will normally be regarded as not needing to be confined by a physical barrier at all times, but requiring some level of supervision by an officer or designated employee at their initial classification, unless identified and well documented factors require this to be overridden.

5. Access to pre-release leave for female inmates will be determined without...
reference to the length of their sentence, but on the basis of a comprehensive plan designed to meet their needs.

(6) female inmates are exempt from the protocols and criteria of the escape management policy and the pre-release leave policy in recognition of the shorter mean sentences that female offenders attract and the importance of strategies that maintain family contact.

(7) the introduction of a case management committee comprising staff members from the two major centres for women supports the formal co-operation within the women's program and enhances the design of appropriate program pathways for female inmates.

(8) the case management committee provides its advice to the Serious Offenders Review Council (SORC) to assist its assessment of a female inmate's case management plan and to provide guidance as to the circumstances which the Council may consider in forming its recommendations to the Commissioner for Corrective Services.

Submitted for your approval.

[Signature]

B. O'Connor
Director, Women’s Services Unit

1. Allpass
Director, Classification and Placement

Revised and recommended for approval

1. ACMPS
21/11/96

2. ACMONMISSIONER

cc ACMSS
Lioba Riis
Lawrence Goodstone
OPERATIONAL FRAMEWORK

INTRODUCTION

The policy framework for the women's classification procedures is set out in the Submission for a Gender Specific Classification System for Female Inmates. This policy covers all female inmates in New South Wales correctional centres irrespective of where, and for how long, they are accommodated. It sets out the principles which should underpin the classification of women and the objectives it should achieve.

Those principles are

1. public safety and public confidence in the administration of criminal justice should be maintained;

2. the principles of sentencing, which include deterrence, rehabilitation, and retribution are met by placement in any of the facilities for female inmates;

3. the women's specific classification policy is flexible enough to cater for the individual needs of female inmates;

4. classification is the outcome of case management which provides appropriate remedial programs to reduce re-offending behaviour;

5. programs which are designed to meet the individual needs of inmates reduce the risk of re-offending behaviour.

This Operational Framework is also shaped by the Policy for Mothers and Childrens Program, which seeks to ensure the continuity in the relationship between mothers serving a full time sentence and their children.

For the purpose of this Operational Framework, programs offered to female inmates include the full range of medical, welfare, psychological, drug dependency and educational services, as well as vocational development provided by Corrective Services Industries, work release, other pre-release leave programs, and the Mothers and Children's Program.

This document is to be read in conjunction with the attached Operational Procedures which outline the criteria and processes applied in the assessment, case planning and placement of female inmates in New South Wales correctional centres. The Operational Procedures delineate the strategies by which the principles and policy are implemented without change to the current legislative and regulatory framework of the Prisons Act, 1952 and the Prisons (General) Regulation 1992.
Female inmates’ access to pre-release leave will be determined without reference to the length of their sentence, but on the basis of a comprehensive plan designed to meet their needs.

Female inmates will be exempt from the protocols and criteria of the Escape Strategy and the Pre-release Leave Policy as they have been assessed as presenting a low risk of escape and a low risk to the community, staff and other inmates. This provision also recognises the shorter mean sentences of female offenders and the importance of strategies which maintain family contact.

The introduction of a Case Management Committee comprising staff members from the two major centres for women supports the formal co-operation within the Women’s Program and enhances the design of appropriate program pathways for female inmates.

The Case Management Committee provides its advice to the Serious Offenders Review Council (SORC) to assist its assessment of those female inmates under its jurisdiction and to provide guidance as to the circumstances which the Council may consider in formulating recommendations to the Commissioner for Corrective Services.

3. OBJECTIVES

Objective 1
Create a classification assessment system which enables female inmates to serve their sentence within the least restrictive environment suitable to their program needs

This objective is achieved by ensuring that women are normally ascribed a security rating which recognises that they need not be confined by a physical barrier at all times, but need some level of supervision, unless there are identified reasons for this to be over-ridden; that each centre has a clearly defined range of provided programs, and that procedures are set in place for the executive staff of each centre to collaboratively monitor ‘high profile/high risk’ female inmates and to provide advice to the centre’s case management team to assist in their management.

Objective 2
Create a classification system which facilitates the identification and remediation of female inmates’ needs and the risks they present to themselves and others
This objective will be achieved through the comprehensive assessment of a woman inmate's individual needs upon reception, the provision of a structured induction program, and by establishing administrative processes for the classification and placement of female inmates which uses participation and expertise from both Mulawa and Emu Plains staff.

Objective 3
Create a classification system which allows female inmates to participate in programs which best prepare them for their post-release responsibilities.

This objective will be achieved by ensuring that women have access to pre-release sporting and recreational programs without reference to the length of their sentences, and by clearly defining program pathways between the centres.

Objective 4
Ensure that the classification system for female inmates recognises their ability to accept responsibility for their actions and to make informed choices.

This objective will be achieved by ensuring that case plans are reviewed following behavioural difficulties to identify appropriate action, and that a hierarchy of incentives and sanctions rewards responsible conduct. Participation in the full time residence program for mothers with children does not form part of this hierarchy of incentives and sanctions.

4. IMPLEMENTATION PLAN

The implementation of these procedures require the following action:

1. Approval for the implementation of the procedures

2. Approval for the exemption of female inmates who progress to Emu Plains and Norma Parker Correctional Centres as part of their case plan from the protocols and criteria of the escapes strategy (ACO 96/21) and the Pre-Release Leave policy, as they have been assessed as presenting a low risk of escape and a low risk to the community, staff and other inmates. This provision also recognises the shorter mean sentences of female offenders and the importance of strategies which maintain family contact.
- specialist programs in areas of self harm, drug use, escape risk management, violence, and work motivation
- introductory vocational development programs
- limited pre-release programs, subject to the endorsement of the Governor and Regional Commander
- despite care program, allowing long term women inmates opportunities to return to Mulawa for short periods and undertake specialist programs

In order to meet this role, the case management team will be convened at Mulawa on a daily basis to act as either Reception Committee or Program Review Committee.

2.1.2 Emu Plains Correctional Centre's role
will be targeted at providing vocational experience and pre-release and educational leave programs, as well as providing the gateway to the Jacaranda Cottages and Norma Parker Correctional Centre. Female inmates accommodated at Emu Plain expected to work, or be placed there to participate in identified programs or to maintain their role as a primary carer of their children.

Preference for admission to Emu Plains should be guided by the program profile outlined in the Department's Women's Action Plan and the Management Plan for Emu Plains Stage One and Stage Two (see Appendix). This may be varied on the judgment of the case management team acting as Program Review Committee, with the approval of the Case Management Committee. The case management team should also consider

- those with a recent history of violent behaviour, but who have had no violent episode within the last month. They must also have actively sought to address their use of violence through successful participation in an appropriate program; and
- those with a recent record of drug use, but who have had no episode of drug use in the last month. They must also have actively sought to address their drug use through successful participation in an appropriate program.

2.1.3 Norma Parker Correctional Centre's role will be to provide a platform for work release, education, and intensive pre-release leave programs for up to 25 inmates.

2.1.4 Grafton Correctional Centre's and Broken Hill Correctional Centre's role will be outlined in their respective management plans.

2.1.5 Junee Correctional Centre's and Bathurst Correctional Centre's role will be to provide short term accommodation for new receptions and sentenced inmates. Female inmates received at these Centres will be promptly transferred to Mulawa following the resolution of any immediate medical, legal and social issues.

2.1.6 Pre-Release Leave and Community Leave programs will be available from Norma...
proposed case plan for those women who fall under the Council's jurisdiction. The Serious Offenders Review Council will include a copy of the proposed case plan in its advice to the Commissioner.

2.1.7 The Governors of Malawa and Emu Plains Correctional Centres will meet with the Superintendent of Classification on a regular basis to identify female inmates who require close monitoring or additional resources in their management. Comprehensive profiles will be developed and maintained on these women and their case management plans will be regularly reviewed by this group. The Superintendent of Classification will retain responsibility for ensuring that these profiles are regularly audited to maintain their currency and reliability. This group will provide advice to respective centre's case management teams to assist them in their management of the inmate.
accommodated at Mulawa Correctional Centre. Fine defaulters should be separated from sentenced inmates during their custody. They are able to leave the Centre in the company of an officer.

2.5.3 Placement at the Norma Parker Correctional Centre will only take place after transfer to Emu Plains Correctional Centre except on the decision of the Regional Commander following a recommendation of the Program Review Committee ratified by the Case Management Committee.

2.5.4 Female inmates may be placed at Grafton Correctional Centre when such placement is considered part of their identified case plan.
3. RESOURCE IMPLICATIONS

< There may be some internal diversion of resources to the Mulawa Correctional Centre. Program resources at Mulawa Correctional Centre must be maintained, otherwise it will not be able to carry out its assessment duties.

< Enhanced educational and developmental programs should be provided at Emu Plains Correctional Centre for inmates who must remain within the perimeter.

< The provision of vocational experience at Emu Plains Correctional Centre for inmates who are required to remain within the perimeter should be developed.

< A designated staff position at Manager level should be identified at the Inmate Classification and Placement Branch. This position would co-ordinate classification of female inmates across all women centres.

< A staff position should be identified at the Women's Services Unit to co-ordinate, evaluate and review the implementation of this policy.

< Negotiation should commence immediately for the Transport Section to provide services to Emu Plains.

< Provision for designated escort officer positions should be made for Emu Plains Centre.

4. ANNEXURES

Annexure 1: Committee membership

Annexure 2: Criteria to be considered in ascribing a security rating which confines inmates at all times within a secure physical barrier.

Annexure 3: Flow chart

Annexure 4: Extracts from the Women's Action Plan and the Management Plan for Emu Plains Stage One and Stage Two.
ANNEXURE ONE
COMMITTEE COMPOSITION

1. Case Management Team

Each women's Centre will convene a team which can act as both Programs Review Committee and Reception Committee. The case management committee develops a comprehensive case plan for each female inmate, designed to address the identified needs of the inmate. The team makes use of assessment information gained during the induction and screening phase, information gained during subsequent professional staff intervention with the inmate, and information it gains in discussion with the inmate. The case plan should include strategies designed to assist the inmate to progress to participation in the most appropriate and beneficial programs available for her. The case plan should include recommendations for the female inmate's classification and placement to be ratified by the Case Management Committee.

The team will consist of a quorum of a minimum of three Centre staff. The team is convened and chaired by the Case Manager, and should have representation invited from the Corrections Health Service. Other members can be drawn from the following personnel:

- Case Officer
- Psychologist
- Welfare Officer
- Drug and Alcohol Officer
- Education Officer
- Representative of Corrective Services Industries
- Corrections Health Service
- Aboriginal representative when considering indigenous inmates
- Appropriate staff with expertise in special needs areas when dealing with inmates with special needs

2. The Case Management Committee

The Case Management Committee will be convened by the Manager or Deputy Manager, Classification and Placement, and consists of a quorum of three of the following personnel:

- Manager, Inmate Classification and Placement
- Deputy Manager, Inmate Classification and Placement
- Governor
- Manager Security
- Manager Programs
- Children's Services Co-ordinator (only where the recommendation being reviewed affects the continuity of the relationship between an inmate and her child/ren)
The Case Management Committee reviews and approves case plans recommended by the case management team.
ANNEXURE THREE

FLOW CHART

COURT
Court screening commences

RECEPTION AT CENTRE
Induction and Screening Program

CASE MANAGEMENT TEAM
(Acting as PRC or Reception Committee)
Development of comprehensive case plan
- needs identified
- program participation
- placement
- classification to C2 unless identified reasons to the contrary

CASE MANAGEMENT COMMITTEE
Committee reviews and ratifies or changes recommended case plan

PLACEMENT

REGULAR REVIEW
ANNEXURE TWO
WOMEN'S CLASSIFICATION
INITIAL CLASSIFICATION OTHER THAN AT A C2 SECURITY RATING

INMATES NAME: ___________________________________________

MIN: ________________________ D.O.B.: __________

Case Management Team
The should provide comments on the following matters when it wishes to allocate a female inmate a classification security rating other than C2

SEVERITY OF CURRENT CHARGES/CONVICTIONS
(Attention should be given to the nature of the offence; the risk posed to staff, other inmates, and the community; and the propensity to escape)
ESCAPE HISTORY

(Note: a conviction for an escape offence committed between 31.10.88 and 17.5.90, inclusive, requires an initial classification to a 'B' or higher security level; a conviction for an escape offence committed on or after 18.5.90 requires an initial classification to an 'E2' or higher security rating. N.B. the definition of escape offence has been expanded with effect from 15.4.96. Refer to ACO 96/11 regarding the definition of escape and absconding.)

PREVIOUS CUSTODIAL CONDUCT

(Note in particular behaviour disruptive to other inmates or staff, behaviour disruptive to Centre operations, and non-compliant behaviour)

OVER-RIDE C2 CUSTODY LEVEL IS RECOMMENDED

YES NO

Summarise reasons noted above

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RECOMMENDED CUSTODY LEVEL

Signature Chairperson

Members