NEW ZEALAND
STUDY TOUR

Theme: Management of Special Needs Inmates; Gangs

Governors Course 1/95 April, 1995
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INFORMATION & LIBRARY SERVICES
NSW DEPARTMENT OF CORRECTIVE SERVICES
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1. Introduction
**INTRODUCTION**

The prison system of New Zealand, like that of Australia is heavily influenced by the British political, justice and penal system and as such the purpose of the Study Tour was to observe and document those procedures and processes developed to assist inmates in improving their skills and knowledge within the limitations provided by budgetary constraint.

In respect of the inmate population, two (2) specific groupings were identified, these being those inmate with Special Needs and those who were involved in the Gang Culture associated with the prison environment.

Consideration was also provided to those systems pertaining to the Management Structure of the Prison System, manner and procedures of Classification and Case Management.

The following institutions were inspected:
- *Tongariro / Rangipo Prison Farms*—catering for 541 adult inmates and an additional 60 Young Offenders.
- *Arohata Prison*—holding up to 70 women, 41 men and caters for remands, sentenced prisoners and corrective trainees within three units.
- *Rimutaka Prison*—a minimum security institution accommodating 360 male prisoners.
- *Rolleston Prison*—a minimum security institution accommodating 260 inmates including accommodation for 80 inmates involved in the Sex Offenders Programme.
- *Auckland Prison East Division*—a maximum security institution housing a maximum number of 240 prisoners.
- *Auckland Prison West Division*—has a working capacity of 319 prisoners having the provision of a stand alone, 60 bed complex.
- *Mount Eden Prison, Women's Division*—a dormitory style accommodation institution housing 24 female prisoners incorporating those on remand and those serving short sentences.
- *Mount Eden Prison*—an institution of working capacity of 421 prisoners housing high security prisoners, remandees and those with special needs.

It was envisaged that criteria previously outlined would assist in the re-evaluation and possible enhancement of those processes and procedures currently implemented in New South Wales Corrective Services and also provide for the exchange of cultural and Departmental philosophies.
NEW ZEALAND
STUDY TOUR
2. Sex Offenders Programme
During the New Zealand visit one of the focal points was to examine the treatment and programmes available for sex offenders in the New Zealand Prison system. Of the seven institutions visited all housed several units which contained persons convicted of sex offences.

New Zealand has over 4,000 inmates and currently up to 1,800 of these serving sentences for sex offences.

In this section two of the special units will be examined and the associated treatment and programmes established by the New Zealand Justice system for sex offenders outlined.

The Unit considered most effective at this time is located at "Kia Marama", which translates to "Let there be light, Let there be insight".

Kia Marama is one of the four wings situated at Rolleston Prison, situated on the South Island, about 30 kilometres from the city of Christchurch.

The newer Unit, just recently opened (May, 1994) is "Te Piriti", Special Treatment Unit which translates to "The Crossing". Te Piriti is a modern 60 bed free standing next to Auckland Prison, East and West. This Unit includes a therapy building with programmes to help sex offenders reduce their risk of re-offending against children.

This Unit is situated in the North Island approximately 35 kilometres north of Auckland and caters for those inmates convicted and sentenced in the North Island.

Both Kia Marama and Te Piriti Units are 60 bed units, fifty of whom are involved in treatment at any one time. The other ten beds are available for men who have recently completed treatment and are awaiting release or those waiting to commence the forthcoming programme.

The Units are open exclusively to those inmates who have been referred to the programme throughout New Zealand. The criteria for acceptance into the programme is as follows:

* The inmate has committed one or more sexual offences against children or persons under the age of 16. The inmate does not necessarily have to have been convicted of such offences to be eligible for inclusion on the programme.

* Inmates are made aware of the availability of the programme and inclusion on the programme is voluntary.

* The inmate's sentence must be long enough to comply with completion of the full programme prior to his earliest release date. Inmates usually enter the programme in the last 12 months of their sentence.

* The inmate must have the intellectual ability to comprehend and participate in the programme although a sound understanding of literacy is not a requirement.

* The inmate must be free of any major psychotic disorders.

* The inmate can be of either Medium or Minimum Classification for inclusion on the programme.

The programme has two infrastructural foundations, these being a full programme of 9 months duration with the option of a 3 month programme for those inmates with shorter sentences.
The groups consist of 8 - 10 inmates, with each individual programme commencing each 6 - 8 weeks. During the programme the inmates are continually assessed with each group meeting for three, two hour sessions each week with a qualified therapist convening each of the group meetings.

The programme identifies offending not as an illness but as a learned behaviour which is addictive. The treatment may include the following:

* Helping offenders become more honest and realistic about their offending.
* Developing understanding of the effects of sexual abuse.
* Discovering the background factors and cycles of behaviour which are related to offenders problems.
* Teaching methods for changing sexual interests and overcoming inappropriate urges.
* Understanding how to avoid the slippery slide back to re-offending.
* Learning Life Skills to improve relationships and make life more satisfying.
* Preparing for release, coping skills and outside support systems.

Where appropriate helping families to deal with their relationship with the offender. For the families to understand the therapy programme and its content and learn how to assist the offender avoid future instances of offending.

The therapy team consists of the Psychologist, Rehabilitation Workers, Administration Support Person, Maori Cultural Consultant and Prison Officers. These staff have received special training in an effort to create an environment which supports the programme and enhances the content of the programme.

The Kia Marama Unit is in its fifth year of operation and in terms of the development and implementation of the therapy programme, the prescribed outcomes appear to have been obtained. The individual responses of the inmates in treatment are reported to be encouraging and positive.

There appears to be a professional and conclusive level of co-operation between custodial and therapy staff with the creation of an environment which provides goodwill and optimism. Regular staff training is an important factor in achieving this approach.

As of the 15th of August, 1994, 22 inmates have been withdrawn from the programme on the basis of their inability to make adequate progress in therapy, disruptive behaviour and disciplinary problems. Compliance in respect of appropriate behaviour and self-discipline is contained in the relevant Act and Regulations.

Of the 285 inmates who have completed the programme, three (3) have re-offended and been convicted of offences relating to sex with persons under the age of 16.

Offenders cannot change what they have done in the past. The only action they can take to right their wrongs is to change their future and reduce, as much as possible any risk of re-offending. Hence the name of the "Te Piriti" Unit which means "The Crossing". Crossing the line over to a better life which awaits should they not re-offend.
SEX OFFENDERS PROGRAMME

TREATMENT RESULTS

Commenced treatment (from March 1990) | Numbers 319

Failed to complete: 23
- Withdrew 7
- Dismissed 16

Completed: 258

Released: 247

Time at large (months):
- Range 0 - 51
- Average 27

Number reconvicted of child-sexual offence 5

Percentage reconviction 2%

Percentage reconviction for untreated offenders 25%

Percentage predicted at 27 months: 12–25%
3. Management Structure
The Prison Reforms of 1990 followed two reviews of prison systems (1988)(1989) in New Zealand. The reviews recommended major reforms to the hierarchical staffing structures in the prisons and Head Office, changes to the method of managing prisons, staff and inmates.

The recommendations included a flattened managerial structure based on managerial accountabilities and reduced layers of management. One recommendation was the appointment of general managers and second and third tier managers. The managers would vary from prison to prison and the basic senior management team in the prison would consist of the General Manager and his/her Managers, Custody, Administration, Programmes and where a prison's population exceeded 300, a Manager of Human Resources. On appointment each manager became responsible for his/her particular operation and the co-ordination of that operation with the total operation of the prison.

The structure to be fully implemented for all prisons consists of:

- General Manager
- Manager Custody
- Manager Programmes
- Manager Administration
- Manager Human Resources

**Unit Manager**

Numbers of Unit Manager positions are determined by the institution size, the facility's physical environment and the inmate population.

**Unit Staff**

Numbers of units in an institution are determined by the institution's size, facilities and type of prison. Staff are allocated to each unit.

Under the philosophy of Unit Management a unit's staffing content reflects a multidisciplinary team providing a range of management options.

The development and use of multidisciplinary teams ensure that individuals should be selected on the basis of programmes that meet needs for reintegration into society. Case and Unit Management are an extension of the aforementioned management structure and as such are seen as an efficient and effective use of limited resources.
4. Classification
CLASSIFICATION

Policy Statement.

* Each inmate is assigned a security rating which reflects their risk of escape and their likelihood of harming others or themselves.

Performance Standard.

* The decisions made on an inmate's security rating is documented and take into account the seriousness of the offence, length of sentence, history of escapes, history of violence, mental health status and associated history and any further charges pending.

* Inmates rated Maximum or Medium are reviewed at least every six (6) months to ensure the correct security rating. Inmates designated Minimum Security are classified as required.

* Each inmate's initial security rating is obtained using the (points) objective classification procedure.

* Where the recommended security rating is not used the reasons are documented and the inmate is advised.

Procedure Standard.

Relevant information is collected by the Unit Officer to complete the Initial Security Classification (ISC) form on newly sentenced inmates. The ISC form is checked and discussed with the inmate and Unit Manager to ensure the inmate understands how the recommendation has been reached.

The recommendation and supporting information is referred to the Custody Manager to assign the security rating and if necessary document the reasons for disagreeing.

When the Custody Manager has decided on a security rating, i.e. Maximum, Medium or Minimum, he may take into account the requested location the inmate would prefer. This information is conveyed to transport who then move the inmate.

* There is no separate classification of inmates within Minimum.

* The classification of inmates is within 14 days of the sentence commencement.

* The General Manager may sign all orders for transfer for inmates serving up to ten (10) years. Over ten (10) years becomes the responsibility of the Regional Manager.

* If an inmate does not comply with the rules and Regulations of the Centre he is removed and placed in his previous Centre.

KEY ROLES AND RESPONSIBILITIES

Unit Officer (Base Grade)

* Collect information, complete relevant forms, recommend rating and discuss proposals with Unit Manager.
* Advise inmate of final decision.

**Unit Manager**

* Check forms.
* Discuss contents with inmate and Unit Officer and ensure the inmate is advised of rating reasons.
* Ensure copies of completed forms are forwarded to Manager.Penal Operations and a copy is placed on the inmate’s prison file.
* Maintain schedule for review.
* Ensure each inmate’s security rating is entered in the Inmate Management Database.

**Manager of Custody**

* Assign security rating.
* Document reasons if he disagrees with the objective classification.
* Ensure staff are trained in the use of Security Classification Guidelines.

**Manager.Penal Operations**

* Receive Security Rating form, rate contents and take required actions.

Note: The classification recommendation and approval is made by staff of each Centre under the provision of delegation.
5. Gang Management
**GANG MANAGEMENT**

Inmates involved in gangs can be sorted into three (3) separate categories:

1. Criminal gangs such as Asian Triads and the "Mafia".

2. Hooligan gangs that are formed on the outside and continue inside Correctional Centres as members receive gaol sentences and..

3. Gangs made up of inmates, usually of similar cultural origin, that try to control areas or activities whilst in gaol.

New Zealand authorities identified the existence of only one of these types of gangs operating within the Correctional Centres. This was the second category under the heading of "Hooligan" Gangs.

There are four (4) main gangs:

* The Mongrel Mob
* The Black Power
* The White Power
* A group made up of Islander people from other than New Zealand.

There was one major point of consideration taken into account when dealing with gangs but two separate lines of thought depending on the location and classification of the Centre.

The main consideration was not to acknowledge the gang as such. Recognition of gangs or individual gang members, in particular the leaders, was avoided if possible. Inmates recognised as belonging to gangs were each given a document to sign which stated that gangs would not be tolerated and that whilst in prison there was to be a truce in relation to gang hostilities.

These documents had the sanction of the gang leaders and it appeared that they carried some credence and were reasonably well adhered to.

In the Maximum Security Centre at Mt. Eden, Auckland, gangs policed themselves by maintaining an appropriately even number of inmates from each gang in prison at any one time. The gang leader would contact other members of the gang within the community and a number of these would then admit to Police of their involvement in certain crimes and they would then receive prison sentences and so the balance of gang members within the Centre would be maintained.

In the Medium and Minimum Security Centres however this was not the case. Because of the design of these newer Centres and having up to six or seven separate gaols within the one Centre, any gangs that started to have a build-up of gang members would be split up by moving members to a different Unit within the Centre. This was one method of keeping the problem to a minimum.

Other ways of controlling the problem of gangs was to ban the mass visits by gang members to inmates on visiting days. No rank or "patches" could be earned whilst in prison and no "patches" or markings of gangs could be displayed whilst in prison.
Also the fact that after having reached a classification indicating Medium or Minimum rating the inmate could be returned to Maximum Security if he or she displayed an involvement in gang-based behaviour, was in itself a steadying function.

Gang inmates were also told that if they did cause problems they may be transferred to a Centre that was not close to their original homes and therefore make visits from families and friends difficult. Also these Centres would by their very location have less inmates from these gangs and they would be more on their own. The gangs appear to be located or attached to cities or specific areas rather than bonded by ideals.
6. Case Management
CASE MANAGEMENT.

Case Management appeared to be in the infancy stages of introduction. At the time of our visit Case Management was only being used in a small number of Centres and on a selective basis.

Inmates with less than twelve months to serve were not being Case Managed and inmates undertaking specialised training such as the Sex Offenders Programme were also exempt from the Case Management process.

Inmates arriving at a Centre would be interviewed by the Senior Education Officer and provided a list of programmes and courses available at the Centre. The inmate was required to fill in the request form and present it at the Case Management Team meeting to be held shortly following his reception.

The Case Management Team comprised the Unit Manager, Education Officer, Chaplain and Social Worker.

The inmate would be asked about the programmes and/or courses that he or she wished to undertake and the suitability of these to his/her situation. The inmate would also be asked about any problems that he/she had or anticipated.

Questions in relation to family, health and special needs were also asked and information relating to these provided. The inmate was informed of his/her Case Officer and also informed of his/her earliest release date.

The inmate was then required to sign a "Contract" to attend the programmes and courses agreed upon.

The Case Officer then became responsible for ensuring the progress of the inmate through the programmes and was responsible for providing reports pertaining to the inmate's progress to the Case Management Team. If the inmate experienced difficulties in complying with the terms of his/her contract he/she would be provided the opportunity to re-negotiate a further contract with the Case Management Team.

Overall observations indicated that there was little or no direct involvement of the Case Officer in the decision-making process but was responsible for providing guidance and assistance for the inmate in his/her efforts to achieve the outcomes of the contract.
7. At Risk Inmates / Dry Cells
AT RISK INMATES/DRY CELLS

Unlike New South Wales, New Zealand Corrections do not have safe cells but utilise dry cells to contain those inmates who are designated as being At Risk or those who exhibit self-harm or those inmates who exhibit aggressive or violent behaviour towards staff or other inmates.

Dry Cells are of standard cell dimensions and has no sharp edges or corners which could inflict injury. There are no fixed toilet facilities nor hand basin. The cells are standardised in their colour scheme, this being blue which was considered to have a calming effect on the inmate. Lighting is recessed with observation by the Plexiglass door - monitoring by camera was not in existence.

The Senior Officer of the Watch was responsible for the placement of the inmate in the dry cell with the maximum period of containment being 24 hours after which time medical staff would need to provide ratification for further containment.

At one institution the method of constraint for those inmates exhibiting self-harm was to have the inmate's ankles strapped into a leather constrictor which in turn was attached to the metal bed base. A metal bar, wider than that of the bed, has attached to it a set of handcuffs. This bar is placed behind the shoulders of the inmate, the inmate's arms are outstretched and maintained in that position by the handcuffs. This limits the inmate's movements and thus reducing his ability to inflict further self-abuse.

The inmate can be retained in this position for up to 24 hours at the discretion of the Senior Prison Officer in consultation with the medical staff. If the inmate persists in his efforts to self-harm psychiatric support staff are notified and alternative placement of the inmate is arranged.
8. Overview
Overview.

Corrections is a system of management, the management of people, people with a variety of needs. Their management is determined by the availability of resources and the best utilisation of these resources in an effort to attain the prescribed outcomes associated with their incarceration.

From a New South Wales Corrective Services perspective are numerous indeterminates which have a direct bearing on the efficiency and good management of our institutions and as such serve as the benchmarks for our future direction.

New Zealand has developed those systems of management through Prison Reforms in an effort to provide autonomy and accountability of those individuals in the position of General Managers and in doing so have provided the infrastructure which characterises the principles associated with the devolution of responsibility with an enhancement of the ethos of "Duty of Care" as it applies to a correctional environment. Unit Management has provided the opportunity for staff to develop skills in an environment that generates personal responsibility.

New Zealand has encompassed the philosophy of "the smaller the prison or the unit the more effective the management system and a review of those policies and practices which relied on autocratic methods of managing based on discipline and control.

The methods of inmate management exhibited by New Zealand Prisons is reflective of those embraced by New South Wales Corrective Services although it must be noted that, in terms of implementation and on-going evaluation of their effectiveness, there exists differences which are reflect of the culture and physical resourcing of institutions.

The major school of thought within the management of New Zealand is that outcomes are the importance of the system not the system by which they are derived and as such importance is placed on ensuring that management at all levels reflect a common objective and in doing so are provided the benefit of implementing individual processes which counter the dogmatic, autocratic systems of the past.

As previously mentioned the two organisations parallel certain aspects of their processes with some variance in the areas of Classification, Inmate Movements and Case Management although it would appear that the common aspect of both is to provide an overall system of inmate management which reflects the concerns of the general community in respect of equitable punishment and rehabilitation.
9. Appendices
**AUCKLAND PRISON EAST DIVISION**

**History And Role**

New Zealand's only specialist maximum security prison was opened in 1968 when it was one of the most modern institutions of its type in the world. The role of this institution is to hold male inmates who meet the following criteria:

- (a) those whose escape would pose a serious threat to the public.
- (b) those who have escaped or are considered likely to escape from medium security prisons.
- (c) those who are a disruptive influence in less controlled environments.
- (d) psychologically disabled inmates requiring a therapeutic environment.

The security of the building is controlled by a central observations unit and there is a system of electronically controlled grille sallyports which is scanned by closed circuit television. There are exercise yards and a large gymnasium but all inmates remain within the confines of the institution or yards at all times. The aim of the design is to provide an environment which is totally secure but does not prevent efforts to assist inmates' reintegration following release. The inmates suffer the loss of their freedom but have access to amenities of a high standard.

**Accommodation**

The institution comprises five cellblock units and generally holds up to 48 inmates. Two of the blocks are special purpose units. 'D' Unit is used to house inmates requiring close custody or segregation. Classification Unit is split into a reception and classification centre and an assessment block for those experiencing difficulties in adjusting to prison life. There is also a small assessment unit (8 beds) for acute cases.

**Visiting**

All visits are by prior appointment and a visiting pass must be presented before entering the Prison. Most visits take place in the visiting room but individual inmates may be required to have their visits in a security booth. The various blocks all have different visiting times so visitors should check with the institution for details.

**Gifts For Inmates**

Inmates may receive photographs, books and periodicals as gifts from relatives and friends. Money may also be deposited in their trust account to purchase additional items such as fresh fruit. Radios and televisions for an inmate's personal use may be delivered to the institution subject to prior arrangement with the receiving officer. Extra gifts are allowed at Christmas and prison staff are able to provide details.

**Mail And Telephone Calls**

Inmates are permitted to send and receive letters. Mail is censored. While inmates may not receive incoming telephone calls, they may use the telephone to contact family and friends on a limited basis. Inmates in standard cellblock units have access to pay phones and phone cards can be purchased through the inmate supply officer.

**Counselling Assistance**

Inmates can be helped to adjust to their surroundings and be assisted with difficulties arising from drugs, alcohol, stress or personal problems. Assistance is available from Department psychologists, prison social worker, chaplain and psychiatrists. Various community groups also provide programmes such as life skills, cultural activities etc.

**Legal Aid**

Inmates wishing to apply for legal aid should first obtain the necessary form from prison staff. A legal service scheme was introduced during 1987. A lawyer is available at the institution one evening each week from 5pm onwards.
Complaints
Inmates have a variety of avenues for making complaints. The Custody and Programmes Managers are required to interview any inmate who wishes to see him or her in accordance with the Penal Institutions Regulations. Inmates may also complain to an inspector of prisons, a visiting justice, the Ombudsman, or their member of Parliament. Complaints from visitors should be brought to the attention of the Custody Manager but may also be directed to an inspector of prisons or the Ombudsman.

Work
Inmates are employed in the canvas goods workshop, kitchen, laundry, painting and general cleaning throughout the institution. They are paid a small amount for the work they do.

Canteen
All inmates may purchase personal items, such as tobacco and chocolate, from outside the Prison. This is done through the inmate supply officer with money held in the inmates trust account.

Education
Three full-time education co-ordinators are provided through a contractual arrangement with the Auckland Institute of Technology. The education staff organise a range of courses that target inmates’ education and reintegration needs. The programmes focus on remedial literacy, formal education, Maori and Pacific cultures, vocational, life skills and recreational programmes.

Recreation Facilities
There is a well-equipped gymnasium which may be used by all inmates, as well as the institution library. Each cell block also has an exercise yard and recreation and weight training rooms. Recreation is co-ordinated by a physical training instructor.

Religious Observance
There is a full-time chaplain (ecumenical) and a Catholic priest who provide religious services to inmates. Church services are held on Sundays, and weekly chapel activities are held.

Health Centre
The institution has a 10 bed hospital, an operating theatre performing general surgery (not acute), and a limited orthopaedic surgery. There is a radiography unit, general practitioner’s consulting room and dental surgery. The surgeon, general practitioners, dentist and radiographer attend on a part-time basis. The Prison employs a nurse-in-charge and registered nurses ensuring the Prison is covered 24 hours a day.

Returning To The Community
The Department believes that the successful reintegration of offenders into the community provides the best protection for society and that every effort should be made to achieve this. Although the programmes and services available to inmates cannot be guaranteed to stop reoffending they are seen as giving inmates skills which will help them reintegrate into the community upon their release. Personalised programmes are developed for each inmate and reviewed at intervals through the case management process. These use prison and community resources although all activities take place in the Prison.

Location And Transport
Auckland Prison (East Division) is situated near Albany, 29km north of Auckland. A bus service operates on Saturday afternoons (Route 892) to coincide with visiting on that day.

Postal Address and Telephone
Auckland Prison (East Division)
Private Bag 50 124
Albany
AUCKLAND

Telephone: (9) 413 9911
Fax: (9) 413 9919
(9) 413 8077
History and Role

This Prison was built to relieve crowding at other institutions and in particular at Mt Eden Prison. It took six years to complete from the commencement of site work and the Department accepted the buildings on 30 April 1981. The commissioning of the Prison was carried out gradually with the first inmate being received on 16 November 1981. Auckland West principally houses sentenced male inmates classified medium security.

Accommodation

The Prison was built to house 144 inmates in single cells. There were originally three 2-level cell blocks each containing 48 cells. The capacity of the Prison has increased to 319 with the completion of a 60 bed stand-alone complex in May 1989 and two extra cell blocks in 1989 and 1990.

Visiting

Visiting is held on Saturdays for the mainstream inmates. Inmates may receive a maximum of 3 adult visitors and any number of children between 9.00am and 11.00am or 1.00pm and 3.15pm. This may be extended to include both sessions subject to prior arrangement with the Custody Manager if visitors have travelled from out of town. Sunday visiting from 1.00pm to 3.15pm is for the segregation and protection units. Volunteer workers from the Prisoners' Aid and Rehabilitation Society provide tea and coffee and can give advice on accommodation for those who have travelled a distance to visit, tel: (9) 638 9555 or 630 7894.

Gifts for Inmates

Inmates may receive photographs and reading material as gifts from relatives and friends. Money may also be deposited in their trust account to purchase additional items such as fruit. Radios and televisions for an inmate's personal use may be delivered to the institution subject to prior arrangement with the Receiving Officer. Extra gifts are allowed at Christmas and prison staff are able to provide details.

Mail and Telephone Calls

Inmates are permitted to send and receive an unlimited number of letters. Mail is not censored but may be checked on occasion for money and illegal articles. While inmates may not receive incoming telephone calls, they may use the telephone to contact family and friends.

Counselling Assistance

Inmates can be helped to better adjust to their surroundings and be assisted with difficulties arising from drug, alcohol and stress-related or personal problems. Assistance is available from the Department's psychologists, a prison social worker, and a psychiatrist who attend as required. Various community groups also provide programmes.

Legal Aid

Inmates wishing to apply for legal aid should first obtain the necessary form from prison staff. Lawyers visit the Prison every second Wednesday evening and provide assistance on a variety of matters.

Complaints

Inmates have a variety of avenues for making complaints. The Custody Manager is required to interview any inmate who wishes to see him or her in accordance with the Penal Institutions Regulations. Inmates may also complain to an inspector of prisons, a visiting justice, the Ombudsman or their member of Parliament. Complaints from visitors should be brought to the attention of the Custody Manager but may also be directed to an inspector of prisons or the Ombudsman.

Work

The majority of the inmates at the Prison are employed during the day. As well as the traditional jobs such as cooks, cleaners and laundry workers, inmates are employed in the prison workshops working with joinery, sheetmetal, tubular metal and upholstery. About one third of the inmates work outside the Prison, under the supervision of staff. They are engaged in mowing grass areas of the Prison and staff housing complex, slashing gorse, fencing and drain digging. They are also employed on the farm and vegetable garden, and on maintenance such as plumbing, carpentry and transport. Community projects are also undertaken.
Education

A full-time education officer, two full-time tutors and a number of visiting tutors provide assistance to inmates. A diverse range of subjects are taught to cater for the range of needs. About 220 inmates are involved in a variety of subjects, both remedial and higher education. A part-time tutor in nga tikanga Maori is also available.

Recreation Facilities

The Prison has a gymnasium, weightlifting room, hobbies room and resource centre. Selected inmates may use an adjacent sports field. An entertainment video system operates throughout the Prison and inmates may have their own television sets in their cells.

Religious Observance

There is a full-time chaplain, a Catholic chaplain and two voluntary chaplain's associates to minister to inmates' spiritual needs. Wide support is also provided by Maori, Pakeha and Pacific peoples' church groups as well as representatives of other faiths.

Medical and Dental Care

Medical care is provided by one full-time, five part-time, two relieving nurses and a doctor who visits twice a week. A dentist holds a weekly clinic and a psychiatrist visits fortnightly.

Returning to the Community

The Department believes that the successful reintegration of offenders into the community provides the best protection for society and that every effort should be made to achieve this. Although the programmes and services provided to inmates cannot be guaranteed to stop reoffending they are seen as giving inmates skills which will help them to go straight if they really want to. In addition to prison-based programmes, home leave is available to eligible inmates prior to release.

Location and Transport

This institution is situated 8 km from the township of Albany which is approximately 25 km from Auckland city. The prison is not serviced by public transport and buses are available only as far as Albany. On Saturdays a visitors' bus calls at this institution and the adjacent maximum security division (East Division) to coincide with visiting times.

Postal Address and Telephone

Auckland Prison West Division
Private Bag 50-200
ALBANY

Telephone (9) 413 9926
Fax (9) 413 5727
MOUNT EDEN PRISON
(WOMEN'S DIVISION)

History and Role
The women’s division was formerly located within the main prison. Until 1959, female inmates were housed in the north wing extension and a wooden building. That year the majority of female inmates were moved to Dunedin Prison to provide additional accommodation for males. Only remand inmates and those serving short sentences were retained at Mount Eden.

In 1965 the last female inmates moved out of the main prison into the buildings which had formerly been the superintendent’s residence. The old wooden building within the prison walls was demolished to be the site for the maximum security block which opened in 1966.

The Mount Eden Women’s Division only has sufficient capacity for remand inmates and those serving short sentences. It receives all female inmates from courts north of and including Taupo.

Accommodation
Mount Eden Women’s Division generally holds about 24 inmates. It had dormitory style accommodation until new cells were provided in 1988.

Visiting
Visiting for remand inmates takes place between 8am to 11am and 1pm to 4pm Monday to Friday. Sentenced inmates have visits on Saturdays 8am to 11am and 1.30pm to 4pm. Saturday visits may be extended for those who have travelled long distances and visits may be made on weekdays by prior arrangement with the superintendent where there are special circumstances.

Limited overnight accommodation can usually be arranged through the Prisoners’ Aid and Rehabilitation Society at 373 Mount Eden Road (Tel: (09) 689-555).

Gifts for Prisoners
Inmates may receive photographs, books and periodicals as gifts from relatives and friends. Money may also be deposited in their trust account to purchase additional items such as fresh fruit. Radios and televisions for an inmate’s personal use may be delivered to the institution subject to prior arrangement with the receiving officer. Extra gifts are allowed at Christmas and prison staff are able to provide details.

Mail and Telephone Calls
Inmates are permitted to send and receive an unlimited number of letters. Mail is not censored but may be checked on occasion for money and illegal articles.

Inmates are only permitted to make telephone calls in an emergency and out of town calls must be placed collect. Inward calls for inmates will not be accepted but urgent messages should be referred to the on duty welfare officer. A public telephone booth is available for visitors’ use in the public waiting area adjacent to the Boom Office in Lauder Road.

Counselling Assistance
Inmates can be helped to adjust to their surroundings and be assisted with difficulties arising from drugs, alcohol, stress or personal problems. Assistance is available from a departmental psychologist, prison social worker, counsellors and a psychiatrist attends as required.

Legal Aid
Inmates wishing to apply for legal aid should first obtain the necessary form from prison staff.

Complaints
Inmates have a variety of avenues for making complaints. The superintendent is required to interview any inmate who wishes to see him or her in accordance with the Penal Institutions Regulations. Inmates may also complain to an inspector of prisons, a visiting justice, the ombudsman or their member of Parliament. Complaints from visitors should be brought to the attention of the superintendent but may also be directed to an inspector of prisons or the ombudsman.
Work
Inmate employment includes general housekeeping duties, such as cleaning and laundry, and packing tobacco for other institutions.

Canteen
All sentenced inmates have access to the prison canteen where they can buy items such as tobacco and chocolate. Half of their prison earnings may be spent in this way. They may also purchase items from outside the prison through the welfare officer, as may remand inmates.

Education
The prison as a whole has two full-time education officers, assisted by part-time staff. In addition to academic studies, programmes in yoga, Maori culture, music, weight training and art are available.

Recreation Facilities
Recreation activities include games, television, videos and aerobics. (Each wing has an exercycle and rebounder).

Medical and Dental Care
Every inmate is medically examined as soon as possible after admission. Twenty-four hour coverage is provided by nursing staff who have access to 5 visiting medical practitioners as required.

A dentist visits the institution twice a week to carry out emergency work and is on call as required.

Returning to the Community
The department believes that the successful reintegration of offenders into the community provides the best protection for society and that every effort should be made to achieve this. Although the programmes and services provided to inmates cannot be guaranteed to stop reoffending they are seen as giving inmates skills which will help them to go straight if they really want to. In addition to prison based programmes, home leave and work parole are available prior to release.

Location and Transport
Mount Eden Prison is situated about 4 km from the centre of Auckland. The Women’s Division is outside the main prison.

There is no public transport direct to the prison. There is only a short walk to the institution from bus stops outside the Grafton Library on Mt Eden Road or Symonds Street.

Postal Address and Telephone
Mt Eden Prison (Women’s Division)
Private Bag 50-123
Upper Symonds Street
AUCKLAND

Telephone (09) 778-569
History and Role

There has been a prison on this site since 1856. The original facility was a military stockade which became Auckland's major place of confinement when the old city gaol was demolished in 1865. The existing stone wall was completed in 1872. At that time the prison buildings were wooden. The foundations of the existing prison were laid in 1872 and work continued until the present buildings were completed in 1917. Mount Eden Prison has a category B classification from the New Zealand Historic Places Trust because of its historical significance and architectural quality. From the 1890's until 1965 Mount Eden Prison was New Zealand's most secure prison although it was also a receiving and remand prison for the Auckland region. In June 1965, the Prison was devastated by fire in the course of a riot and had to be evacuated. It was gradually restored to full operation over the following five years but its maximum security function was transferred to Auckland Maximum Security Prison.

Currently Mount Eden Prison is a remand and reception institution, receiving male inmates from courts north of Huntly and female inmates from courts north of Taumarunui.

Accommodation

Mount Eden Prison generally holds 421 male inmates and 54 female inmates. The Female Division houses all female inmates in a separate section of the institution. The security block houses inmates requiring high security and there is a special unit for remand inmates with psychiatric or adjustment problems. A segregation unit houses those inmates who are unable to mix in the mainstream.

Visiting

Visiting for remand inmates takes place between 8am and 11am and from 1.00pm - 4.00pm, Monday to Friday. Sentenced inmates may receive visits on Saturdays from 8.30am to 11.00am and 1.30pm to 4.00pm. Segregated inmates have visits on Sundays, 8.30am to 11.00am. Saturday visits may be extended for those who have travelled long distances and visits may be made on weekdays by prior arrangement with the Unit Manager where there are special circumstances. Tea and coffee is supplied at a nominal charge and limited overnight accommodation can usually be arranged through the Prisoners' Aid and Rehabilitation Society at 373 Mt Eden Road, Tel: (9) 638 9555.

Gifts for Inmates

Inmates may receive photographs, books and periodicals as gifts from relatives and friends. Money may also be deposited in their trust account to purchase additional items such as fresh fruit. Radios and televisions may be delivered to the institution subject to prior arrangement with the receiving officer. Extra gifts are allowed at Christmas and prison staff are able to provide details.

Mail and Telephone Calls

Inmates are permitted to send and receive a limited number of letters. Mail is not censored but may be checked on occasion for money and illegal articles. Inmates are permitted to make telephone calls. Inward calls for inmates will not be accepted but urgent messages should be referred to the Unit Officer.

Counselling Assistance

Inmates can be helped to adjust to their surroundings and be assisted with difficulties arising from drug, alcohol and stress-related or personal problems. Assistance is available from a Department psychologist, prison social worker, counsellors and a psychiatrist attends as required. Various community groups assist with programmes such as AA, anger management, self esteem etc.

Legal Aid

Inmates wishing to apply for legal aid should first obtain the necessary form from their Unit officer who will assist with its completion.

Complaints

Inmates have a variety of avenues for making complaints including to an inspector of prisons, a visiting justice, the Ombudsman or their member of Parliament. Most complaints submitted by inmates are actioned by the unit staff or the inmates Unit Manager, but should the inmate be of the opinion that the complaint has not been resolved it is then referred to the appropriate authority. Complaints from visitors should be brought to the attention of the General Manager but may also be directed to an inspector of prisons or the Ombudsman.
Work
Most inmate employment is related to general institution maintenance and "housekeeping" duties. Work parties include carpenters, plumbers, engineers, electricians, grounds, laundry, cleaners and kitchen. Inmates are paid a small amount for the work they do.

Canteen
Inmates both remand and sentenced are issued with basic toilet articles and are permitted to purchase other items through a local supplier. Money may be deposited with the Trust Clerk to allow for purchases which in the case of sentenced inmates may include hobby materials.

Education
Three full-time education officers are available, assisted by part-time staff under a contract with the Auckland Institute of Technology. In addition to academic studies, programmes in yoga, Maori culture, music, weight training and art are provided.

Recreation Facilities
Recreation facilities are limited and activities are restricted to those which can be carried out within the wings (cell blocks) or yards. These activities include games, sports, films, television/videos, weight training, aerobics and crafts.

Religious Observance
There is a full-time chaplain who is assisted by ministers of other denominations, including a Catholic priest, nuns and a rabbi.

Medical and Dental Care
Every inmate is medically examined as soon as possible after reception by nursing staff who have access to five visiting medical practitioners as required. A dentist visits the institution twice a week to carry out emergency work and is on call as required. Health education is also provided by the nurses.

Returning to the Community
The Department believes that the successful reintegration of offenders into the community provides the best protection for society and that every effort should be made to achieve this. Although the programmes and services provided to inmates cannot be guaranteed to stop reoffending they are seen as giving inmates skills which will help them to go straight if they really want to. Most inmates received at Mount Eden Prison are transferred to other institutions. Those who are to be retained are referred to the Case Management Committee which arranges for inmates to participate in programmes considered likely to assist their reintegration. In addition to prison-based programmes, home leave and work parole are available prior to release.

Location and Transport
Mount Eden Prison is situated about 4 km from the centre of Auckland. There is no public transport direct to the Prison. There is only a short walk to the institution from bus stops outside the Grafton Library in Mt Eden Road or from Symonds Street.

Postal Address and Telephone
Mt Eden Prison
Private Bag 92-616
Upper Symonds Street
AUCKLAND

Telephone (9) 377 8569
Fax (9) 303 1119
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TONGARIRO / RANGIPO PRISON FARMS

History and Role

The first prison camp (Hautu) was established in Turangi in 1922.

Rangipo Prison, which lies near the Southern most boundary of the Hautu Blocks (of land) was founded in 1926 but did not become a separate entity until 1977.

The initial Prison "Camps" concept encompassed using prison labour in a farming/forestry role based upon similar experiments which had taken place some years earlier.

There were many difficulties experienced during the early years and on several occasions the viability of the camps was questionable but the confidence inspired by the early visionaries has been rewarded and today we are considered to be one of the departments most valuable assets.

Currently the two farms comprise 1620 hectares of farmland and 2000 plus hectares of forest, the majority of work is associated with these two industries.

Accommodation

The Tongariro/Rangipo complex comprises six units holding 541 adult inmates; and in addition a Corrective Training Institution which caters for 60 young offenders.

Visiting

Visiting for the units takes place from 9am to 4pm on Saturdays and Sundays and Public Holidays - with the exception of Xmas Day. Passes are not required and light lunch may be brought in by visitors. There are tea making facilities.

The Corrective Training institution has visits from 1-3pm on Saturdays/Sundays and Public Holidays. Visits are restricted to the trainees immediate family.

A wide range of accommodation is available for visitors in the Turangi area and further information on the subject may be obtained through the local office of the Prisoners Aid and Rehabilitation Society, Tel. (7) 386-8246.

Gifts for Prisoners

Adult inmates may receive photographs, reading and hobby material as gifts from relatives and friends. Money may also be deposited in their deposit account to purchase additional items. Radios and TV's may be delivered to the institution during visits.

Mail and Telephone

Inmates are permitted to send and receive an unlimited number of letters. Mail is not censored but is checked for money and phone cards which are receipted and recorded. Inmates have access to the telephone at all times of unlock, except when away from their units at work. Corrective Trainees can use the phone in a similar manner but are required to make collect calls as opposed to using phone cards.

Counselling Assistance

A wide variety of counselling - Anger Management, Drug and Alcohol, Stress or personal problems - is available and inmates are assessed for their needs in this area on arrival.

Legal Aid

Inmates or Corrective Trainees who want to apply for legal aid should obtain the necessary documentation from prison staff.

Complaints

Both inmates and trainees have a variety of ways of addressing complaints and information on these processes is contained in the "Information" booklet which they receive on arrival.
Work
Inmates selected for placement at Tongariro or Rangipo must be medically fit and are expected to work. Adult inmates at the prison are employed in the running of the farm and forest, or in trades parties such as carpentry, plumbing and painting. Corrective Trainees are mostly employed in forestry/silviculture work.

Shopping
Adult inmates may purchase a whole host of varying items (at retail prices) on a weekly basis. This provision does not apply to Corrective Trainees.

Education
The education staff interview all new arrivals, and those wishing to enrol in courses from the correspondence school, technical institutes or Massey University may do so. Courses within the institution are offered in remedial mathematics, reading, communication, language, social/life skills, art, craftwork and Taha Maori.

Recreational Facilities
Facilities may vary between the Units, but these include rugby, soccer, weight lifting, volleyball, table tennis, snooker, tennis and badminton.

Religious Observance
There are two full time Chaplains to cater for inmates and corrective trainees spiritual needs. The Chaplains also arrange for Ministers of other denominations to attend as required.

Medical Aid and Care
All of the Units have medical facilities and a number of full time staff to service the units. A doctor visits once a week but is “on call” for emergencies. Adult inmates, or trainees may visit the dentist but work is limited to pain relief and repair work only.

Returning to the Community
The Department believes the successful reintegration of offenders into the community provides the best protection for society and that every effort should be made to achieve this. Although the programmes and services provided to inmates/trainees cannot be guaranteed to stop reoffending, they are seen as giving persons the skills which will help them in this manner if they really want to help themselves. In addition to prison based programmes, home leave and reintegration paroles are available for some inmates prior to release. Corrective trainees are not eligible for paroles.

Location and Transport
Tongariro Prison Farm and Tongariro Corrective Training Institution are situated near Turangi in the centre of the North Island. The town is on bus routes and there is a taxi service from Turangi.

Rangipo is situated 10kms south of Turangi - on State Highway 1.

Those planning to visit midwinter are advised to check with the Automobile Association before proceeding as the nearby roads are subject to closure on occasions due to snow and ice.

Postal Address and Telephone
Tongariro Prison Farm and Corrective Training Institution
Private Bag 500
Turangi
Tel: (7) 386 8627

Rangipo Prison Farm
Private Bag 700
Turangi
Tel: (7) 386 7609
**History and Role**

During World War II the War Cabinet decided to move the Point Halswell Women's Reformatory away from possible sea attack. Arohata was built in 1944 and originally opened as a women's borstal. Arohata, meaning the bridge, was chosen for the nearby Takapu Road Bridge and the borstal was so named in the hope that the institution might prove the bridge between past failings and a future useful life.

Arohata's function changed from a borstal to a youth prison in 1981 and later to a women's prison and the national female facility for corrective training. Since April 1992, minimum security male inmates have occupied two wings.

**Accommodation**

The Prison holds up to 70 women, 41 men and caters for remands, sentenced prisoners and corrective trainees within three units.

**Visiting**

Remand inmates may receive visits each weekday (except on public holidays) from 10am to 11.45am. Visiting for sentenced female inmates is Saturday between 1.45pm and 3.45pm and males on Sunday at the same times. In special circumstances and for visitors from outside the Wellington region Unit Managers may approve visits outside these hours subject to prior arrangements being made.

The local office of the Prisoners' Aid and Rehabilitation Society may be contacted for assistance or advice on accommodation in Wellington. Their telephone numbers are (4) 384 8051 or (4) 385 8095. Accommodation is also available at Camp Elsdon - Phone (4) 237 8987.

**Gifts For Inmates**

Inmates may receive photographs, books and periodicals as gifts from relatives and friends. General Managers will accept money on behalf of inmates to purchase personal items such as hobby material and fresh fruit. Radios, television and clothing for an inmate's personal use may be delivered to the institution subject to prior arrangement with the Receiving Officer. Additional gifts are permitted at Christmas and prison staff are able to provide details.

**Mail And Telephone Calls**

Inmates are permitted to send and receive an unlimited number of letters. Mail is not censored but may be checked for money or illegal articles. Inmates are not permitted to receive incoming telephone calls. However minimum security inmates may make outward calls during leisure time if the person they are calling is willing to accept the call and meet any toll charges. Inmates are not permitted to make transfer charge calls. Medium security inmates may make two calls per week or calls approved by their Unit Manager.

**Counselling Assistance**

Inmates can be helped to adjust to their surroundings and be assisted with difficulties arising from drug, alcohol, stress-related or personal problems. Therapy is available from Department psychologists, counsellors and a psychiatrist attends as required. Various community groups and individuals also provide various programmes and a forensic service is available from Porirua Hospital.

**Legal Aid**

A legal service visits the institution once a fortnight to provide legal advice to inmates. Those wishing to apply for legal aid can obtain the necessary form from prison staff.

**Complaints**

Inmates have a variety of avenues for making complaints. The General Manager of each institution is required to interview any inmate who wishes to see him or her in accordance with the Penal Institutions Regulations. Inmates may also complain to an Inspector of Prisons, a Visiting Justice, the Ombudsman or their member of Parliament. Complaints from visitors should be brought to the attention of the Unit Manager but may also be directed to an Inspector of Prisons or the Ombudsman.
Work

Other than housekeeping in their own unit, remand inmates rarely have work available for them. Work opportunities for sentenced inmates include tailoring/sewing, laundry, grounds, kitchen, garden, bone carving, forestry, voluntary community work and work parole. A small payment is made for work that inmates do.

Education

Inmates may participate or enrol in any subject or educational endeavour they are considered capable of achieving. Computers, hobby classes and educational paroles are available and assistance is provided by the prison education co-ordinator. Courses are run according to individual needs established by Case Management.

Recreation Facilities

A variety of sport and leisure activities are available. The institution has a library, gymnasium, swimming pool, weight training equipment and culture club. Television is available and videos are shown on a regular basis.

Religious Observance

A chaplain is based at the Prison and Chaplains of all denominations are available on request. Mass is held each week as is a multi-denominational service.

Inmate Welfare

Each inmate has a prison officer as their case manager who is the first line resource to assist inmates with any problems or concerns. A social worker is available for family, child custody or other personal problems. Inmates can make local purchases of personal items each week and basic toiletries are provided free each month.

Medical And Dental Care

A male and a female medical officer hold weekly clinics. Nurses are available daily and a dentist undertakes urgent dental work.

Returning To The Community

The Department believes that the successful reintegration of offenders into the community provides the best protection for society and that every effort should be made to achieve this. Although the programmes and services provided to inmates cannot be guaranteed to stop reoffending they are seen as giving inmates skills and knowledge which will help them to go straight if they really want to. In addition to prison-based programmes, home leave, educational, cultural, work and recreational paroles are available prior to release. Inmates may also undertake an outdoor pursuits programme for personal development. Programmes for alcohol/drug addicts who wish to give up their addiction are available as are anger management and sexual abuse survivors programmes.

Location And Transport

Arohata Prison is situated on the Main Road at Tawa, 13km north of Wellington just past the Tawa exit off State Highway 1. Visitors may travel by car or take the 10 minute train ride from Wellington on the Paekakariki line. The Takapu Road Railway Station where passengers should alight is almost opposite the Prison.

Postal Address and Telephone

Arohata Prison
Private Bag 51 901
TAWA

Telephone: (4) 232 8189
Fax: (4) 232 8669
History And Role

The present Rimutaka Prison was opened in 1967 as Witako Prison for first time male offenders. In 1984, it became a regional prison for minimum sentenced offenders from the Porirua Basin, Lower Hutt, Upper Hutt and the Wairarapa. The aim of a regional prison is to encourage contact between inmates and their family/whanau to assist the offender's reintegration into the community on release. Rimutaka has now become a receiving institution for inmates on remand as well as both minimum and medium security inmates.

Location

The Prison is adjacent to the Trentham Army Camp and sited at the end of Freyberg Road. The nearest railway station is Heretaunga which is about 15 minutes walk away from the Prison.

Accommodation

The Prison comprises six separate units each of which is run by a Unit Manager and a team of Unit Staff. Unit One houses no inmates and is responsible for prison security, escorts, receiving new inmates, and Police liaison.

Unit Two holds 28 remand inmates and 28 newly sentenced inmates awaiting classification.

Unit Three holds 56 medium/minimum sentenced inmates.

Units Four, Five and Six are sixty bed units for medium/minimum sentenced inmates.

Visiting

Unit Two, Remand: Monday to Thursday, 1:30-3:00pm only

Unit Two, Sentenced: Saturday, 9:00-11:00am; Saturday/Sunday, 1:00-3:00pm

Unit Three, Saturday only, 9:00-11:00am; Saturday/Sunday, 1:00-3:30pm

Unit Four, Nil weekdays, Saturday/Sunday, 1:00-3:00pm; Sunday only 9:00-11:00am

Unit Five and Unit Six, Nil weekdays, Saturday/Sunday, 9:00-11:30am and 1:00-3:30pm

Gifts For Inmates

Inmates may receive books, magazines and photos. Money may also be deposited in their trust account to purchase items such as fresh fruit or phone cards. Extra gifts are allowed at Christmas time. Property for sentenced inmates will only be accepted with a property approval form. This also shows the maximum allowable size for Radio/Cassettes and Television sets. Trust accounts are held for individual inmates, in to which wages and gifts of money are deposited. Inmates may make weekly purchases of items such as sweets and tobacco using this money.

Mail/Telephone Calls

Inmates are permitted to send and receive mail, with writing materials and postage provided. All mail is checked for money or illegal articles. Cardphone telephones are also available in all units.

Legal Aid

Local solicitors attend the Prison fortnightly on a voluntary basis to provide a legal aid service.

Complaints

Inmates have a variety of avenues for dealing with any complaints. An inmate may formally register a grievance, or request an interview with the General Manager or other prison personnel such as the Chaplain in accordance with Penal Institutions Regulations. Similar requests can be made to an inspector of prisons, a visiting justice, the Ombudsman, or a member of Parliament. Complaints from visitors should first be brought to the attention of the Unit Manager or General Manager but may also be directed to the inspector of prisons or the Ombudsman.

Work

All inmates are required to work during the day where work is available. This work within the Prison includes general prison housekeeping/maintenance, joinery, kitchen, garden and farm. Outside work for selected inmates is provided at the Prison Staff College, Upper Hutt City Council and on community projects. Inmates are paid a small amount for any work they do.

Recreation

A range of sporting activities are available within the Prison which has a sports field and gymnasium. Each unit also has its own recreation area. Hobbies and arts and crafts are also catered for and in some cases instructors are available.
Paroles For Home Leave, Work/Special Circumstances

Eligibility for any parole is related to the seriousness of the offence, length of sentence and behaviour of the inmate. All paroles are dealt with on an individual basis and require either the General Managers or in certain circumstances Head Office approval. Enquiries should be directed to the Unit Manager concerned.

Case Management
Is a system through which prison staff working with an inmate can identify an inmate's needs and address the factors which lead to their offending. Following an inmate's security classification an assessment is carried out by programmes staff with the inmate, and input from the family and whanau is also sought. From this assessment a Case Management plan is developed setting out what programmes will be provided, when, and by whom. The plan is then agreed to and signed by those involved forming a contract between the Prison and the inmate. Case Management also includes, choosing an inmate's work placements, making recommendations for home leave and other paroles. Custody and programme staff work together as a Case Management Team to ensure that plans are maintained with the aim of successful re-integration with the family and whanau.

Chaplaincy
Two chaplains work full-time at Rimutaka providing spiritual support and guidance. A number of church groups visits weekly, conduct services and meet with the inmates.

Education
The Hutt Valley Polytechnic is contracted to provide a range of educational programmes for inmates with a team of tutors engaged on a full or part time basis. The main focus is on remedial work such as literacy/numeracy skills, or inmates improving their educational level to assist in gaining future employment.

Health
A team of nursing staff provides basic medical care and health education. Doctors visit weekly to hold clinics and provide necessary treatment, a dentist is also available when required. A full range of community health services including the Forensic Psychiatric Service at Porirua Hospital can also be accessed when needed.

Library
Rimutaka has a library/information resource centre which supports the recreational, education and personal development of inmates and staff.

Community-Based Programmes
The range of programmes available to inmates include: alcohol/substance abuse, cultural development, life/social skills training, stopping violence, pre release needs and vocational/work training. A team of programme staff also works within the Prison and is supported by community groups and organisations who run courses within the Prison for inmates with identified needs. Two part-time social workers provide a support service to inmates and deal with their concerns in regard to personal or family issues.

Psychological Services
This division provides assessments and treatment of inmates requiring specialist help. They also run programmes for sex offenders and refer men on to the Kia Marama programme.

Community Corrections
The staff of this division work closely with the Prison in checking home leave applications and writing Prison Board reports, and, at the pre-release stage where an inmate will be under supervision of a community corrections officer.

Prisoners' Aid and Rehabilitation Society
This is a community-based organisation which provides support to inmates and their families. A field worker and volunteers visit the Prison weekly to discuss inmates' concerns and, where possible, provide practical assistance.

Re-Integration To The Community
The Department of Justice believes that the successful reintegration of offenders into the community provides the best protection for society and that every effort should be made to achieve this. Programmes and services provided to inmates cannot on their own be guaranteed to stop reoffending. They are seen however as giving inmates knowledge and skills which will lessen the likelihood of reoffending and greatly assist their reintegration. A commitment to their case management plan by an offender and the support and encouragement of his family and whanau greatly increase the likelihood of success. The support of the wider community is also an important factor inhelping the Prison achieve this goal.

Postal Address and Telephone
Rimutaka Prison
Private Bag
Silverstream
Telephone: (4) 528 9769
Fax: (4) 528 7484
ROLLESTON PRISON

History and Role

In 1958, the Department of Justice established Rolleston Prison in the former Army Detention Centre. In 1973, operations were extended by the opening of a detention centre for young offenders near the Prison and this later housed corrective trainees when the sentence of corrective training was introduced in 1981. In 1982, the Corrective Training Centre was closed.

In 1986, the new Rolleston Prison was opened following an extensive building programme over the preceding 12 months, which incorporated the corrective training centre buildings. This is now called the West Unit. At the same time the old prison was closed. In 1987, the need for extra prison accommodation because of rising inmate numbers resulted in the old prison being renovated and re-opened.

In 1989, a new 60 bed unit named Kia Marama was opened, providing an intensive 8 month programme for sex offenders. It was later enlarged to accommodate 80 inmates.

In 1992, another new 60 bed unit named Kowhai was opened and yet another one is due for completion in early 1994. When it is, Rolleston Prison will house around 260 inmates.

Function

Rolleston Prison provides safe and humane containment for minimum security inmates in an open and physically attractive environment. All units have programmes operating to landscape their surrounds and make them visually pleasant to look at.

The Prison has an emphasis on re-integration of inmates back into the community and as well as providing numerous work skill, educational and self improvement programmes for the inmate, is heavily involved with its local community. The prison provides work parties of inmates to assist groups such as playcentres, churches and kindergartens to maintain their buildings and grounds.

Inmates are encouraged to take every opportunity to improve themselves while at Rolleston Prison.

Visiting

Inmates may receive visits on Saturday between 9am and 11am and 1.30pm and 4pm. Visits outside of these hours may be made by prior arrangement with the Unit Manager. Limited overnight accommodation may be able to be arranged by the Prisoners’ Aid and Rehabilitation Society representative at 332 Lincoln Road, Christchurch, tel: (3) 338 9229.

Gifts for Inmates

Inmates may receive photographs, books and magazines as gifts from relatives and friends. Money may also be deposited in their trust account to purchase additional items such as hobby material. Radios and televisions for an inmate’s personal use may be delivered to the institution subject to prior arrangement with the receiving officer. Extra gifts are allowed at Christmas and prison staff are able to provide details.

Mail and Telephone Calls

Inmates are permitted to send and receive an unlimited number of letters. Mail is not censored but may be checked on occasion for money and illegal articles. While inmates may not receive incoming telephone calls, they may use the telephone to contact family and friends. Each inmate may make either local or collect toll calls on the card phones provided for them.

Counselling Assistance

Inmates can be helped to better adjust to their surroundings and be assisted with difficulties arising from drug, alcohol and stress-related or personal problems. Assistance is available from a Department psychologist, prison social worker and counsellors. A psychiatrist attends as required. Various community groups also provide programmes dealing with drug and substance abuse, communication skills and coping with stress.
Legal Aid
Inmates wishing to apply for legal aid should first obtain the necessary form from prison staff. A lawyer visits the institution once a week.

Complaints
Inmates have a variety of avenues for making complaints. The General Manager of each institution is required to interview any inmate who wishes to see him or her in accordance with the Penal Institutions Regulations. Inmates may also complain to an inspector of prisons, a visiting justice, the Ombudsman or their member of Parliament. Complaints from visitors should be brought to the attention of the General Manager but may also be directed to an inspector of prisons or the Ombudsman.

Work
A variety of work is available. Inmates are employed in the garden, grounds, carpenter's party, tailorshop, drycleaning shop and in institution servicing such as cleaning and kitchen work. A lot of community work is also undertaken. This includes painting and tidying up playcentres, kindergartens, churches, playgrounds and sports fields.

Purchases (Canteen)
The Prison no longer operates a canteen for inmates but now provides a free issue of soap, razor, toothpaste, and shampoo as required. All other items such as tobacco, sweets, chocolate and stationery along with other approved items (lists of which are displayed in each unit) may be purchased by filling out a P119 form. Inmates' earnings are credited to their trust accounts fortnightly and all their purchases are debited to this account.

Programmes/Education
The Prison's Education Centre provides a comprehensive service in the form of programmes and courses, designed to meet the reintegrative and habilitative needs of its inmates. Courses in literacy, numeracy, lifeskills, cultural, recreational, anger management and substance abuse are just some of those provided by two full-time and numerous part-time tutors. Inmates may undertake studies through a number of distance learning providers, however, inmates are encouraged to study in their own time.

Recreation Facilities
Each wing has a recreation room where inmates can watch television or a video or play table tennis, darts and pool. Each wing also has a well equipped weights room, a general hobbies room, and a court area for volleyball, netball, handball and badminton. The West Wing has a field available for rugby, soccer and softball. There is also a confidence course which can be used by inmates and visitors.

Religious Observance
Rolleston is served by two part-time chaplains who hold weekly group meetings and church services.

Medical and Dental Care
Medical care is provided by full-time nurses and a doctor who visits once a week. Inmates are taken to a dentist for any dental work.

Returning to the Community
The Department believes that the successful reintegration of offenders into the community provides the best protection for society and that every effort should be made to achieve this. Although the programmes and services provided to inmates cannot be guaranteed to stop reoffending they are seen as giving inmates skills which will help them to go straight if they really want to. In addition to prison-based programmes, home leave, reintegration paroles and release to work are available prior to release.

Location and Transport
Rolleston Prison is situated 28km south of Christchurch. A workers' bus departs from the Main South Road by the Prison each weekday morning and returns each weekday evening. During the day various bus companies pass Rolleston and will drop off or pick up passengers who have booked with them.

Postal Address and Telephone
Rolleston Prison
PO Box 45
ROLLESTON

Telephone: (3) 347 9211
Fax: (3) 347 9215
Policy and Procedure Manual Systems
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Medical Recommendation: Inmate Health

To: Unit Manager
Institution ........................................

In reference to inmate ..................................................................................................................

I examined the above inmate today and as a result of that examination advise you that (circle those applicable)

(a) His/her activities in relation to work/sport should be restricted to:

That he/she:

(a) Requires bed rest.
(b) Is not suitable for transfer at this time.
(c) Will be reassessed in ____ days.
(d) Is now fit to resume normal activities.

Other comments:

Signed: __________________________ Medical Officer.

Date: ____________________________

Authorised by: ____________________
The Medical Officer/Nurse in Charge

Institution: ..............................................

Inmate Treatment and Medication on Transfer

Inmate: ________________________________ who is being transferred to your institution is: (delete line not applicable)

- a Not receiving any form of treatment or medication.
- b Being treated for: ________________________________
- c Is receiving medication.

Current Treatment is: ____________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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______________________________________________________________________________

Appointments Pending: __________________________________________________________

______________________________________________________________________________

Signed ___________________________ Nurse

Institution: __________________________

*Note: The transferring institution is to forward sufficient medication with the inmate on transfer to the receiving institution to ensure there is no break in the prescribed course of medication.

Authorised by: __________________________

<table>
<thead>
<tr>
<th>Service Management</th>
<th>CONSENT FOR SPECIFIC MEDICAL TREATMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penal Division</td>
<td>National Form</td>
</tr>
<tr>
<td>Ref. No: B.06.03.F5</td>
<td>Review by: 30 Nov 97</td>
</tr>
<tr>
<td>Effective from: 1 Dec 94</td>
<td>Review by: 30 Nov 97</td>
</tr>
</tbody>
</table>

**CONSENT FOR SPECIFIC MEDICAL TREATMENT**

I have been told of the need for treatment requiring a specific medical procedure for the treatment of: ......... and that this treatment will be carried out by ......... (doctor) at ......... (clinic/hospital)

I have been told what will be done, the risks of the treatment and the likely outcome of the treatment. I have also been told of other ways this condition may be treated, if any, and the possible outcome if I am not treated.

I accept the advice of ......... doctor and request that the treatment be carried out on me.

Signed: ......... (Inmate)

Signed: ......... (Witness) Designation: .........

Date: ....../....../.....

---

Authorised by: .........

**Temperature, Pulse, Respiration and Blood Pressure**

**Surname** .............................................  
**Given Names** .............................................

**Institution** .............................................  
**Age** .............................................  
**Sex** .............................................

<table>
<thead>
<tr>
<th>Month</th>
<th>Day of month</th>
<th>Days in hospital</th>
<th>Time of day</th>
<th>Temperature</th>
<th>Pulse</th>
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**Authorised by:**  
**Position:** National Manager Prisons.
Pathology Report Mount

Institution: .................................................................

Name of Inmate: ............................................................

Date: .................................................................

Authorised by: .................................................................

## Fluid Balance

**24 Hour Chart**

<table>
<thead>
<tr>
<th>Fluid to be given and instructions.</th>
<th>Vol. ml. per hr.</th>
<th>Date</th>
<th>Signature</th>
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### Intake

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<thead>
<tr>
<th>Time</th>
<th>Fluid Given</th>
<th>Intravenous</th>
<th>Oral/Gastric</th>
<th>Urine</th>
<th>Other</th>
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### Output

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<th>Intravenous</th>
<th>Oral/Gastric</th>
<th>Urine</th>
<th>Other</th>
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### Totals

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*Run* = Running Total.
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<th>Service Management</th>
<th>INJURY RECORD</th>
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</tr>
<tr>
<td>Effective from: 1 Dec 94</td>
<td>Review by: 30 Nov 97</td>
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</table>

INJURY RECORD

Name of Inmate .......................................................... Institution .................
Completed by ............................................................ Designation .................. Date ....../ ....../ ......

PLEASE INDICATE INJURY SITE ON DIAGRAM
Show - Abrasions, Lacerations, Areas of pain and tenderness, Fractures etc.

Authorized by: [Signature]
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<tr>
<th>Date</th>
<th>Time</th>
<th>Test Result</th>
<th>Action Taken In Response To Test Result</th>
<th>Signature</th>
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Neurological Observation Chart

Surname .................................................. Given Names ..........................................................

Institution ................................................. Date chart commenced ......................................

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<th>Date</th>
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- Spontaneously
- To Commands
- To Pain
- None
- Oriented
- Confused/Aphasic
- Inappropriate, words
- Cresc/Mumbles
- None
- Obey's Commands
- Local/No Pain
- Fiziee to Pain
- Extension to Pain
- None

Right Size Reaction

- Normal
- Mild Weakness
- Severe Weakness
- None

Left Size Reaction

- Normal
- Mild Weakness
- Severe Weakness
- None

Reaction
- Normal ++
- Sluggish +
- None 0

Pupils
- 1 mm
- 2 mm
- 3 mm
- 4 mm
- 5 mm
- 6 mm
- 7 mm
- 8 mm

- 100 mm
- 120 mm
- 140 mm
- 160 mm

- 180 mm
- 200 mm

- 220 mm
- 240 mm
- 260 mm
- 280 mm
- 300 mm

- 320 mm
- 340 mm
- 360 mm
- 380 mm
- 400 mm

- 420 mm
- 440 mm
- 460 mm
- 480 mm
- 500 mm

- 520 mm
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- 580 mm
- 600 mm

- 620 mm
- 640 mm
- 660 mm
- 680 mm
- 700 mm

- 720 mm
- 740 mm
- 760 mm
- 780 mm
- 800 mm

- 820 mm
- 840 mm
- 860 mm
- 880 mm
- 900 mm

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- 940 mm
- 960 mm
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Surname of Inmate: ___________________________  Given Name: ___________________________

Institution: ___________________________  Date Chart Commenced: /.../...

Ventilatory Record

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Psychiatrist's Report

Name of Inmate: .......................................................... Institution: ..........................................................

Psychiatrist's Name (print)........................................ Signature........................................

Date.........../........../.........

Authorized by:........................................................ Signature: ........................................

1. A treatment plan is prepared in consultation with the inmate, who:
   a. has an illness or injury requiring long term care or...
   b. requires supervision of a long term illness or injury or...
   c. has an acute illness or injury requiring a specific regime of personalised treatment.

2. Each treatment plan is to have an established date (the "review by" date) and will be reviewed at that time.

3. A treatment plan will be reviewed at any time if there is a significant change in the individual's condition.

4. A treatment plan is to be reviewed by the health staff of the receiving institution following an inmate's transfer.

5. A treatment plan, or any modification to it, will be clearly signed by the person planning or modifying it.

6. A record of pregnancy is kept on the form used by the crown health enterprise obstetric service in the region it is planned that the child will be delivered. That form will also carry the departmental form number, B.06.03.F18.

7. The inmate signs and dates the plan indicating that he/she agrees to co-operate with the plan.

8. The plan identifies any prosthesis or aid to daily living required by the inmate.
1 Prostheses and Aids Eligible for Provision, Replacement or Repair.  
(This list is not definitive. Other aids recommended by the Medical Officer may be considered.

* Dentures  
* Spectacles  
* Aids for the Unsighted eg Braille equipment  
* Hearing Aids  
* Artificial Limbs  
* Breast Prostheses following mastectomy  
* Wigs required as a result of a medical condition or chemotherapy  
* Walking Sticks  
* Crutches  
* Walking Frames  
* Wheel Chairs  
* Arthritic Aids  
* Splints and Trusses  
* Orthotics

2 Factors to be Considered in the Replacement and Repair of Prostheses and Aids.

a Each inmate entering a prison using a prosthesis or aid is to be advised of the prisons liabilities in respect of prostheses maintenance and replacement and of his/her own personal responsibilities for their care.

b On the recommendation of the Medical Officer or the Case Management Committee the prison will arrange for the provision of a prosthesis or aid, its replacement or repair where the need arises as a result of an accident or medical condition.

c A prosthesis may be provided or replaced where, in the medical officers opinion, the inmates general health would otherwise be seriously impaired.

d The cost or proportion of costs for a prosthesis or aid for which the inmate may be liable is to be negotiated between the Unit Manager and the inmate in accordance with Appendix 5 "Inmate Earnings- Authorising Deductions and Recovery" of the "Prison Trust Accounting Manual".

e An inmate known to have deliberately damaged or disposed of a prosthesis will be required to pay for the total cost of its replacement.

Authorised by: [Signature]  
Position National Manager Prisons
Service Management | INMATE REFERRAL TO EXTERNAL HEALTH AGENCY
---|---
Penal Division | National Procedure
Effective from: 1 Dec 94 | Review by: 30 Nov 97
Ref No: B.06.04 | Page 1 of 2

PROCEDURE STANDARD

* Inmates are referred to an external health agency where required treatment is not available within the prison.

NECESSARY FORMS AND REQUIREMENTS

Forms: F1 Hospital Admission/Out Patient Referral
F2 Advice of Hospital Admission to Next-of-Kin
F3 Advice to Senior Health Adviser
Requirements: Nil

PROCEDURE

a The Medical Officer identifies an inmate's special health needs that either cannot be met within the prison or are more appropriately met by an external agency.
b The inmate is advised of the desirability of obtaining treatment from an external agency.
c The inmate is referred to the external agency by the Medical Officer.
i The prison nurse makes the appointment for the clinic or admission to hospital and advises Manager Custody of the inmate's special needs and of the appointment date (ICR).
e Manager Custody arranges transport and, where necessary, an escort.
f The prison nurse prepares the necessary documentation for the agency of referral and delivers it to the Manager Custody who arranges for the escort to deliver it to the external agency.
g A copy of an inmate's pregnancy record accompanies the inmate to the obstetric unit where the delivery is to take place, or a copy is provided for the inmate if released prior to delivery.
h Unless the inmate states otherwise the next of kin or a nominee is informed of the inmate's admission to hospital.
i The inmate is escorted to the appointment or temporarily released depending on eligibility.
j On release from prison an inmate receiving health care is given a summary of his/her health status, referral to the community health care provider of the inmate's choice and a medical certificate supporting a sickness benefit application where required.
k The General Manager notifies the Regional Manager of an inmate's transfer to a public hospital.
l The Senior Health Adviser is informed by the prison nurse of an inmate's transfer to a public hospital and is provided with relevant information.
KEY ROLES AND RESPONSIBILITIES

Prison Nurse:
* Advise inmate of need for external treatment and obtains consent.
* Make necessary appointments.
* Advise Manager Custody of arrangements.
* Advise Manager Custody of inmate's special needs during transfer.
* Prepare documentation and delivers to escort.
* With consent of the inmate advises next-of-kin of hospital admission.
* Advise Senior Health Adviser of inmate's hospital admission, providing relevant information.

Medical Officer:
* Identify special need and appropriate agency for care.
* Write letter of referral to external health agency.

General Manager:
* Advise National Manager of inmate's hospital admission.
* Advise Regional Manager of inmate's hospital admission.

Manager Custody:
* Arrange transport and escort on temporary release.
* Receive documentation from nurse.

Escort Officer:
* Deliver documentation with inmate to referred agency.
* Return documentation to health centre on return to the prison.

SOURCES OF OTHER INFORMATION

* Regional Health Authority/Crown Health Enterprise Admission Form
* Regional Directory of Community Services.
Institution: ..................................................

Hospital Admission/Outpatient Referral

1. Please admit urgent / as arranged
2. Please make an appointment at: .................................................. OPD Clinic

<table>
<thead>
<tr>
<th>Surname</th>
<th>Sex</th>
<th>Age</th>
<th>Prison Phone No.</th>
<th>In. Pr.</th>
<th>Out Pr.</th>
<th>A &amp; E</th>
<th>X-Ray</th>
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<tr>
<td>Prison Address</td>
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<td></td>
<td>D.O.B</td>
<td>Prison Contact Person</td>
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</table>

Provisional Diagnosis: .................................................................

Clinical Findings: ..............................................................................

Investigations: .................................................................................

Current Therapy and Medication: ......................................................

Name (print) .................................................................

Signature ........................................................................

Designation ...........................................................................

Date of Referral ....../....../.......

Authorised by: ..............................................................

Position: National Manager Prisons
<table>
<thead>
<tr>
<th>Service Management</th>
<th>ADVICE OF HOSPITAL ADMISSION TO NEXT OF KIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penal Division</td>
<td>National Form</td>
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<tr>
<td>Effective from: 1 Dec 94</td>
<td>Review by: 30 Nov 97</td>
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<tr>
<td></td>
<td>Ref No: B.06.04.F2</td>
</tr>
</tbody>
</table>

**DEPARTMENT OF JUSTICE NEW ZEALAND**

Institution: ............................................

Advice of Hospital Admission to Next of Kin

Dear

I wish to advise you that ........................................................ presently an inmate

of this prison was admitted to .................................................... Hospital

on the ....../....../......

Name.............................................

Designation.................................

Date ....../....../......

**Authorised by:**

[Signature]

Position: National Manager Prisons
Advice to Senior Health Adviser

Institution..........................................................

To: Senior Health Adviser
Operations Development Unit
Corrections Operations
PO Box 1206
Wellington

This is to advise you that inmate:

Surname..........................................................

Given Names.................................................

1 Was admitted to ............................................Hospital./. /. .
for ..........................................................................
..........................................................................
..........................................................................
He/She is expected to be hospitalised for/until ..........................................

2 Has been diagnosed as suffering from ..........................................
and requires specific management consisting of ..................................
..........................................................................

Signed.......................................................... Nurse/Medical Officer

Date ..................................................

Authorised by: ............................................. Position: National Manager Prisons
PROCEDURE STANDARD

* Approved diets are provided for inmates having a medical condition which necessitates dietary control or treatment.

NECESSARY FORMS AND REQUIREMENTS

Form: Fl Medical Diet
Requirements: Nil

PROCEDURE

a A medical diet is prescribed or modified by the Medical Officer or registered nurse on the Medical Diet Form (ICR).
b A registered dietitian is consulted where required.
c The prison nurse consults with the manager custody who arranges the diets with the cook.

KEY ROLES AND RESPONSIBILITIES

Medical Officer:
* Diagnose condition and prescribes medical diet.
* Consult where required with dietitian.
* Prescribe modification of the diet where necessary.

Prison Nurse:
* Consult with Manager Custody regarding a medical diet or its modification.
* Monitor inmate's health status.
* Establish diets for conditions diagnosed by the medical officer.

Manager Custody:
* Arrange provision of medical diet with institution cook.

Cook:
* Prepare diet menus.
* Supervise preparation and delivery of medical diets.
* Modify diet as instructed.

SOURCES OF FURTHER INFORMATION

* Nil

Authorized by: [Signature]
Position: National Manager Prisons
Health Centre

Inmate: .......................................................... (name) suffers from a medical condition which requires a special diet for it's treatment or the control of symptoms.

Dietary needs are:

Signed: ......................................................... Medical Officer/Nurse

Date: ......./....../......

Authorised by: .............................................. Position: National Manager Prisons
<table>
<thead>
<tr>
<th>Service Management</th>
<th>HIV/AIDS STATISTICAL RETURN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penal Division</td>
<td>National Form</td>
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<tr>
<td>Effective from: 1 Dec 94</td>
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<tr>
<td>Ref No: B.06.07.F1</td>
<td>Page 1 of 1</td>
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</tbody>
</table>

HIV/AIDS STATISTICAL RETURN

Institution:........................................

Date:.........../

Secretary For Justice
Department of Justice

Attention: Senior Health Adviser

The following statistics are for the three month period................... to ..............

Section One (Only include inmates not included in a previous return)

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
<th>Remand</th>
<th>Sentenced</th>
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<tbody>
<tr>
<td>1. Number of inmates tested</td>
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<td>2. Number of inmates refusing to be tested</td>
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<tr>
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<tr>
<td>7. Number of inmates with HIV diagnosed while in prison</td>
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Section Two—Total Number in Institution

<table>
<thead>
<tr>
<th></th>
<th>Remand</th>
<th>Sentenced</th>
<th>Transfers</th>
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<tbody>
<tr>
<td>1. Total number of receptions for three month period</td>
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<tr>
<td>2. Total number of inmates in institution with AIDS</td>
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<tr>
<td>3. Total number of inmates in institution with HIV positive</td>
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</tbody>
</table>

Signature Medical Officer/Nurse........................................

Authorized by:........................................

Position: National Manager Prisons
PROCEDURE STANDARD

* Medications are obtained, stored, prescribed and administered in a safe, effective and efficient manner and in compliance with legal requirements.

NECESSARY FORMS AND REQUIREMENTS

Forms:  
F1 Drug Administration Record  
F2 Drug Treatment Chart  
F3 Long Term Injection Record  
F4 Prescription Pad  

Requirement:  
R1 Intravenous Medications

PROCEDURE

a Prescription medications are prescribed by the Medical Officer and signed for on the Drug Treatment Chart (ICR).
b Prescribed medication is documented in the inmate's Clinical Record (ICR).
c The Medical Officer institutes standing medication orders for action at the nurse's discretion which are reviewed three monthly.
d A medical officer's verbal medication order is received by the nurse and the order is entered as a verbal order on both the drug treatment chart and the clinical record both being signed by the nurse.
e The Medical Officer confirms a verbal medication order by countersigning the Drug Treatment entry at his next routine visit or no later than 7 days (ICR).
f Drugs which have a potential for abuse or dependency are prescribed only when there is no alternative.
g Administration of prescribed medications is arranged by the nurse and signed for on the Drug Administration Record Form.
h Where an inmate refuses medication it is recorded by the nurse on the Drug Administration Record Form (ICR).
i A register of each controlled drug is maintained by the nurse.
j The administration of each controlled drug is entered into the specific register by a registered nurse or medical officer and witnessed by a second registered nurse or a medical officer (ICR).
k All medications are stored in a secure cabinet or room within the health centre and accessed only by a registered nurse or a medical officer (ICR).
l The key of the medication store is held by the senior nurse on duty or is lodged in the designated secure key press and accessed only by prison health staff.
KEY ROLES AND RESPONSIBILITIES

The Medical Officer:
* Prescribe all prescription medications.
* Sign for all medications prescribed.
* Confirm by signature a verbal medication order within 7 days of the order.
* Establish standing medication orders and reviews three monthly.

The Nurse:
* Prepare medications for administration.
* Administer or plan to have all medications administered.
* Sign the Drug Administration Record.
* Record an inmate's refusal of medication.
* Ensure the safe storage of all medications and keys.
* Ensure medication stocks are maintained and supply system is secure and confidential.
* Administer non-prescription medications.
* Enter a verbal medication order on the Drug Treatment Chart and Clinical Record.

The Inmate:
* Collect medications from designated source.

SOURCES OF FURTHER INFORMATION

* Controlled Drug Register
* Stores Order TY101
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<tr>
<th>Date of Administration</th>
<th>Dose (mg)</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Dec 94</td>
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**Date of Administration:**

- 1 Dec 94

**Dose (mg):**

- None

**Commentary:**

- None
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<tr>
<th>Date</th>
<th>Drug (Sched Group)</th>
<th>Drug (Good Lkty)</th>
<th>Dose</th>
<th>Route</th>
<th>Non Regular Prescriptions</th>
<th>Dose</th>
<th>Date</th>
<th>Discontinued</th>
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**Drug Treatment Chart**

**Nature of Inmate:**

**Drug Sensitivity:**

**Drug Treatment Chart**

**Position:** National Manager Prisons
Long Term Injection Record

Name of Inmate: ........................................... Weight: .......... Kg  Institution: ...........................................

Prescription

(For insulin use Diabetic Record Form - B.06.03.F11)

<table>
<thead>
<tr>
<th>Date Start</th>
<th>Drug</th>
<th>Dose</th>
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Injection Administration Record

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</table>

Institution

Date

Name:

Address:

Rx

Authorised by: [Signature]

Position: National Manager Prisons
The following requirements relate specifically to the administration of intravenous medications:

a. Only medical officers, or registered nurses who have undertaken an accredited course of instruction, manage intravenous therapy and medication.

b. The first dose of intravenous medication is given by the medical officer.

c. Two nurses check subsequent doses, administration and compatibility of IV fluid to ensure correct compliance with medical instructions.

d. All intravenous medications are charted and signed for on both the Drug Administration Chart and the Fluid Balance Chart.
**PROCEDURE STANDARD**

* Infectious diseases are contained, the risk of transmission minimised or eliminated, and legislative requirements met.

**NECESSARY FORMS AND REQUIREMENTS**

Forms: F1 HIV/AIDS Statistical Return  
F2 HIV Testing and Counselling Record  
Requirements: Nil

**PROCEDURE**

a The medical officer diagnoses/confirms a notifiable disease following examination of an inmate.
b The medical officer notifies the Medical Officer of Health of all instances of notifiable disease and where necessary discusses strategies for treatment and containment.
c **Prison nurse/medical officer reports incident/outbreak of infectious disease which it is considered may necessitate special precautions to the General Manager who approves of strategies to be undertaken to reduce the risk of transmission (ICR).**
d The General Manager advises the Regional Manager and the Senior Health Adviser of infectious disease outbreak.
e The necessary infection control procedures are implemented and the General Manager advised of any special requirements.
f An inmate receives counselling by the medical officer or another person believed by the medical officer to be suitably qualified to give that counselling both before and after testing for HIV/AIDS and is informed of the test results.
g A statistical return for each quarter advising the number of cases of HIV/AIDS identified during that quarter which does not name the inmates concerned is forwarded to the Senior Health Adviser by the medical officer by the 10th day of the month following the quarter.
KEY ROLES AND RESPONSIBILITIES

Health Staff:
* Advise General Manager of infectious disease outbreak and control strategies.
* Advise public health authority of notifiable disease.
* Forward quarterly HIV/AIDS statistics to Senior Health Adviser.
* Arrange pre and post HIV/AIDS test counselling.

General Manager:
* Negotiate and approve planned strategies.
* Ensure special requirements for preventing the spread of infections are met.
* Advises Regional Manager/Senior Health Adviser of infectious disease outbreak.

SOURCES OF FURTHER INFORMATION

* Infectious Disease Notification Form No. 773, Ministry of Health.
HIV/AIDS STATISTICAL RETURN

Institution........................................

Date........./..../........

Secretary For Justice
Department of Justice

Attention: Senior Health Adviser

The following statistics are for the three month period........./..../........ to ........../........

Section One (Only include inmates not included in a previous return)

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Remand</th>
<th>Sentenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of inmates tested</td>
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<tr>
<td>5. Number of inmates with AIDS diagnosed while in prison</td>
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<tr>
<td>6. Number of inmates with HIV known on reception</td>
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<tr>
<td>7. Number of inmates with HIV diagnosed while in prison</td>
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Section Two - Total Number in Institution

<table>
<thead>
<tr>
<th>Remand</th>
<th>Sentenced</th>
<th>Transfers</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>3. Total number of inmates in institution with HIV positive</td>
<td></td>
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</tbody>
</table>

Signature Medical Officer/Nurse..................................................

Authorized by:.................................................. Position: National Manager Prisons
HIV Testing and Counselling Record

Institution: ...........................................................
Surname of Inmate: .................................................. Given Names: ..................................................

A. Pre-test Counselling

Carried out by: Name (print): ................................ Signature: ........................................
Designation: .................................................. Date ......... .... / .......
Counsellor's Notes:

Inmate Does / Does not wish to be tested.

B. Consent for Testing

I ................................................................. consent to be tested for HIV.

C. Test and Post-test Counselling.

a Test

Date test taken ....... .... / ....... Code Used ........................................
Result: Negative /Positive Inmate informed of result (date) ....... .... / .......

b Post test Counselling

Carried out by: Name (print): ................................ Signature: ........................................
Designation: .................................................. Date ......... .... / .......
Counsellors Notes:

Authorized by: ................................................................. Position: National Manager Prisons
Inmate Management

<table>
<thead>
<tr>
<th>Penal Division</th>
<th>National Policy</th>
<th>Ref No: A.08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective from: 1 Mar 94</td>
<td>Review by: 28 Feb 96</td>
<td>Page 1 of 1</td>
</tr>
</tbody>
</table>

AUTHORITY FOR POLICY

* Penal Division Planning Team meeting of 17 December 1993

POLICY STANDARD

* Each inmate is assigned a security rating which reflects their risk of escape and their likelihood of harming others or themselves.

PERFORMANCE STANDARDS

a Each inmate is assigned a security rating which reflects their level of risk in terms of potential to escape and risk to themselves or others.
b The decisions made on an inmate's security rating are transparent, documented and take into account the seriousness of offence, length of sentence, history of escapes, history of violence, mental health history, and further charges pending.
c Inmates rated medium and maximum security are reviewed at least every six months to ensure that they are at their correct security rating.
d Inmates rated minimum security are reviewed as necessary to ensure that they are at their correct security rating.
e Each inmate's initial security rating is obtained using the objective classification procedure.
f Where the recommended security rating is not used the reasons are documented and the inmate is advised.
g Each inmate is shown their completed Security Classification forms and a copy provided on request.
h Staff are trained and competent to use and implement the Security Classification requirements.
Inmate Management  | COMPLETING AND REVIEWING AN INMATE'S SECURITY RATING
---|---
Penal Division  | National Procedure  | Ref No: A.08.01
Effective from: 1 Mar 94  | Review by: 28 Feb 96  | Page 1 of 2

PROCEDURE STANDARD

* Each inmate's security rating is approved and documented.

NECESSARY FORMS AND REQUIREMENTS

Forms:  
- F1  Initial security classification
- F2  Review security classification

Requirements: Nil

PROCEDURE

a Relevant information is collected to complete the Initial Security Classification (ISC) form on a newly sentenced inmate.

b The ISC form is accurately completed and a recommended security rating recorded (ICR).

c The ISC form is checked and discussed with the inmate and unit officer to ensure the inmate understands how the recommendation has been reached.

d The recommendation and supporting information is referred to the Manager Custody to assign the security rating and if necessary document the reasons for disagreeing.

e The inmate is informed of the security rating decision, signs ISC form and is provided with a copy on request within 14 days of reception (ICR).

f Where inmate refuses or is unable to sign the ISC form this is noted and witnessed on the form.

g The original copy of the ISC form is placed on the inmate's prison file and a copy forwarded to the Manager Penal Operations.

h The security rating is entered in the Inmate Management Database (ICR).

i The dates for the review of the inmate's security rating are identified and documented (ICR).

j At the review the Review Security Classification (RSC) form is accurately completed, the security rating is identified and a copy of the form is given to the inmate on request (ICR).

k The RSC form is referred to the Manager Custody for discussion and assignment of new security rating (ICR).

l The RSC form is signed and placed on the inmate's file, a copy sent to the Manager Penal Operations and any revised security rating entered in the Inmate Management Database.
KEY ROLES AND RESPONSIBILITIES

Unit Officer:
* Collect information, complete form, recommend rating and discuss proposals with Unit Manager.
* Advise inmate of final decision.

Unit Manager:
* Check form.
* Discuss contents with inmate and unit officer and ensure the inmate is advised of rating reasons.
* Ensure copies of completed forms are forwarded to Manager Penal Operations, and the copy placed on the inmate's prison file.
* Maintain schedule for reviews.
* Ensure each inmate's security rating is entered in the Inmate Management Database.

Manager Custody:
* Assign security rating.
* Document reasons if disagrees with objective classification.
* Ensure staff are trained in the use of Security Classification Guidelines.

Manager Penal Operations:
* Receive security rating form, note contents, and take required actions.

SOURCES OF FURTHER INFORMATION

* Security Classification Guidelines Handbook
* Security Classification Video

Authorized by: [Signature]
Position: National Manager Prisons
<table>
<thead>
<tr>
<th>INITIAL SECURITY CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be completed by Unit Officer</td>
</tr>
<tr>
<td>INMATE NAME</td>
</tr>
<tr>
<td>PRN</td>
</tr>
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</table>

### 1. SERIOUSNESS OF OFFENCE

<table>
<thead>
<tr>
<th>MOST SERIOUS OFFENCE</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOWEST</td>
<td>0</td>
</tr>
<tr>
<td>LOW</td>
<td>3</td>
</tr>
<tr>
<td>MODERATE</td>
<td>5</td>
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<tr>
<td>HIGH</td>
<td>7</td>
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</table>

### 2. LENGTH OF SENTENCE

<table>
<thead>
<tr>
<th>TOTAL SENTENCE</th>
<th>SCORE</th>
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<tbody>
<tr>
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<tr>
<td>&gt; 1 - &lt; 3 YEARS</td>
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<td>&gt; 3 - &lt; 7 YEARS</td>
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<tr>
<td>&gt; 7 YEARS</td>
<td></td>
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</table>

If eligible for parole, UNLESS sentenced to life imprisonment or preventive detention, deduct ONE point.

### 3. HISTORY OF ESCAPES/ATTEMPTED ESCAPES

<table>
<thead>
<tr>
<th>MOST SERIOUS ESCAPE INCIDENT</th>
<th>NONE</th>
<th>&gt;10</th>
<th>5-10</th>
<th>&gt;2-5</th>
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<tbody>
<tr>
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<td>YRS</td>
<td>YRS</td>
<td>YRS</td>
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</tr>
<tr>
<td>MINOR</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>SERIOUS</td>
<td>0</td>
<td>4</td>
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### 4. HISTORY OF VIOLENCE

<table>
<thead>
<tr>
<th>MOST SERIOUS VIOLENT INCIDENT</th>
<th>NONE</th>
<th>&gt;10</th>
<th>5-10</th>
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<td>YRS</td>
<td>YRS</td>
<td>YRS</td>
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<tr>
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<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
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<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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</table>

* Security rating as decided by Manager Custody
5 MENTAL HEALTH HISTORY

MENTAL HEALTH HISTORY

<table>
<thead>
<tr>
<th>NONE, NO CAUSE FOR CONCERN</th>
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<tr>
<td></td>
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6 FURTHER CHARGES PENDING

MOST SERIOUS OUTSTANDING CHARGE

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<thead>
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<th>NONE</th>
<th>0</th>
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<td>LOWEST, LOW</td>
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PRELIMINARY SECURITY RATING:

INMATE'S PREFERRED PLACEMENT:

RECOMMENDATION:

SIGNATURE:

To be completed by Manager Custody

I AGREE/DO NOT AGREE WITH THE PRELIMINARY SECURITY RATING

REASONS FOR NOT AGREEING:

SECURITY RATING:

PLACEMENT:

SIGNATURE:

REVIEW DATE:

INMATE'S INITIALS:

Authorised By:

Position: National Manager Prisons
Inmate Management
Penal Division
Effective from: 1 Mar 94

REVIEW SECURITY CLASSIFICATION
National Form
Review by: 28 Feb 96

<table>
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### SECTION A

#### A1  SERIOUSNESS OF OFFENCE

<table>
<thead>
<tr>
<th>MOST SERIOUS OFFENCE</th>
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#### A2  LENGTH OF SENTENCE

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<th>TOTAL SENTENCE</th>
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<td>&gt; 7 YEARS</td>
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If eligible for parole, UNLESS sentenced to life imprisonment or preventive detention, deduct 10% point.

#### A3  HISTORY OF ESCAPES/ATTEMPTED ESCAPES

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#### A4  HISTORY OF VIOLENCE

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<td>&gt; 7 YEARS</td>
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<td>&gt; 5 - &lt; 10</td>
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</table>

* Security rating as decided by Manager Custody
### A5  MENTAL HEALTH HISTORY

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<th>Mental Health History</th>
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<td>&lt; 5 Years</td>
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### A6  FURTHER CHARGES PENDING

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<th>Most Serious Outstanding Charge</th>
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<td>Stable</td>
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<tr>
<td>Lowest, Low</td>
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### SECTION B

#### B1  TIME LEFT TO SERVE

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<th>Release Date</th>
<th>Score</th>
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<tbody>
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#### B2  MENTAL/PSYCHOLOGICAL STABILITY

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#### B3  CO-OPERATION WITH PRISON STAFF

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<th>Cooperation</th>
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<td>Average</td>
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### SECTION C

#### ADJUSTMENT SCORE

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<th>REVIEW SCORE</th>
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#### REVIEW CALCULATION

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<th>Adjustment</th>
<th>Security</th>
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<tbody>
<tr>
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</tbody>
</table>
PRELIMINARY SECURITY RATING:

INMATE'S PREFERRED PLACEMENT:

RECOMMENDATION:

SIGNATURE: DATE:

UNIT OFFICER

UNIT MANAGER

To be completed by Manager Custody

I AGREE/DO NOT AGREE WITH THE PRELIMINARY SECURITY RATING

REASONS FOR NOT AGREEING:

SECURITY RATING:

PLACEMENT:

SIGNATURE: DATE:

MANAGER CUSTOM

REVIEW DATE: INMATE'S INITIALS:

Authorised by: Position: National Manager Prisons
AUTHORITY FOR POLICY

* Penal Division Planning Team decision of 16 December 1993

POLICY STANDARD

* Each inmate is provided with necessary and accurate information on the acts, regulations, policies and procedures applicable to them, their obligations, rights and privileges and their access to services in a way they can understand and with their immediate needs addressed or referred for prompt action.

PERFORMANCE STANDARDS

a The immediate needs of each inmate are identified, recorded and actioned.
b Each inmate is provided with accurate and timely information on their obligations, rights and privileges, regulations and prison rules, and availability of programmes services.
c The induction interview identifies immediate issues relating to each inmate's physical, social, cultural and accommodation needs and the needs of differently abled inmates.
d Induction information is provided to each inmate in a way that is useful to them and which they can understand.
e Staff are trained and competent to carry out the induction programme.
f Each unit documents and displays its current rules and procedures in a way which is readily available and understandable to inmates.
g All procedures are documented and displayed and inmates are supported in understanding them.
h A locally developed pamphlet to help visitors understand the prison's rules and practices is sent to people nominated by each inmate and available in local courts.
PROCEDURE STANDARD

* Each inmate's induction is systematically completed within two working days of admission.

NECESSARY FORMS AND REQUIREMENTS

Forms:  
F1 Immediate needs checklist  
F2 Induction interview  

Requirements: Nil

PROCEDURE

a The inmate's immediate needs are identified and recorded on the immediate needs checklist.

b Where possible the needs are addressed and results documented, and where not possible referrals are immediately made to the most appropriate person available (ICR).

c If the inmate is on remand, they are given a copy of 'Marking Time'.

d If it is the inmate's first sentence, or they have not been in prison for greater than a year then they are given a copy of 'First Days'.

e The inmate signs that they received 'Marking Time' or 'First Days' as applicable (ICR).

f Within four hours of inmate's arrival at their accommodation unit, the initial needs checklist is reviewed and further actions to be taken are identified.

g The needs identified on the initial needs checklist are addressed where possible and results documented, and where not possible referrals are made to the most appropriate person within 24 hours of the inmate's arrival in the prison (ICR).

h The inmate is interviewed to ensure that the necessary information is understood, the procedures of the unit are explained, support staff availability is outlined, and the availability of programmes and services is discussed.

i A systematic random survey of at least five percent of new inmates is undertaken to ensure that induction is accurately completed (ICR).

j When an inmate moves to another unit that unit's procedures are explained within 24 hours of arrival.
KEY ROLES AND RESPONSIBILITIES

Receiving Officer:
* Identify and record immediate needs.
* Address need where possible.
* Make referrals and send checklist to inmate's unit manager.
* Issue Marking Time or First Days booklet.

Unit Manager:
* Review initial checklist and action identified needs where possible.
* Ensure interview occurs and is recorded.
* Ensure unit information booklets are issued to each inmate.
* Explain procedures, obligations and rights and ensure they are understood.
* Refer issues for prompt action.
* Develop and compile unit booklet.

Manager Custody
* Undertake checks to ensure induction is accurately completed and inmates receive Marking Time or First Days booklets.

SOURCES OF FURTHER INFORMATION

* The units written information on unit procedures.
## Immediate Needs Checklist

(This form is used for remand and sentenced inmates on reception)

1. **Inmate's Name:**
   - **DOB:**
   - **PRN:**

2. **Person conducting interview:**
   - **Time:**
   - **Date:**

3. **Questions to ask:**
   - **a.** Are there any medical problems or conditions of which we should be aware?  
     - **If so, what are they:**
     - The inmate was referred to:  
       - **at (time):**
   - **b.** Is there anyone that you need to contact to let them know where you are?  
     - **Name of person(s):**
     - **time contacted:**
   - **c.** Is there any item of property that needs to be looked after? (e.g., vehicle at court)
     - **Arrangements made:**
     - **time contacted:**
   - **d.** Do you need to arrange childcare for your children?
     - **Arrangements made:**
     - **time contacted:**
   - **e.** Are there any other issues that need to be dealt with immediately?
     - **These are:**
     - **actions:**
     - **time:**

4. **The inmate was issued with:**
   - **marking time:**
   - **first days:**

5. **Inmate's Signature:**
   - **Officer's Signature:**

### Office use only

6. **Information to obtain**
   - Is there any suicidal, psychiatric or other psychotic tendencies referred to in committal papers, pre sentence reports, or warrants etc:
   - **The condition(s) are:**
   - **This was referred to:**
   - **Date:**
   - **time:**

7. **The "New Arrival Risk Assessment Form" was completed at:**
   - **time:**

8. **Issues to be aware of are:**

9. **The inmate was referred to the unit manager at Unit:**
   - **time:**

10. **The inmate was received at:**
    - **unit by:**
    - **time:**
    - **Officer's Signature:**

**Authorised by:**

- **Position:** National Manager Prisons
## Induction Interview

*To be completed within 24 hours of the inmate arriving in the unit*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Inmate's Name:</strong></td>
<td><strong>DOB:</strong></td>
</tr>
<tr>
<td><strong>First name</strong></td>
<td><strong>Last name</strong></td>
</tr>
<tr>
<td><strong>Person conducting interview:</strong></td>
<td><strong>Time</strong></td>
</tr>
</tbody>
</table>

### 3. The following items have been explained to the inmate

- Induction process
- Role of unit manager and officers
- Process for getting in contact with senior staff, the Chaplain, Social Worker, education officer, Kaiautua, PARS, Doctor, Nurse and other programme staff and support groups
- Rules and regulations, procedures and daily routine of the unit, eg lockup/unlock times, cell inspections, meal times, mail cell, etc
- Case management process and access to reintegration and recreation services
- Conduct and attitude expected of inmates
- Temporary release eligibility
- Visiting times, number of visitors and their responsibilities
- Canteen purchases and trust accounts
- Emergency procedures, exits and assembly areas
- Out of bound areas and shown to inmate
- Inmate security classification process
- The complaints and review process
- Access to the Ombudsman
- How to access the phone and the obligations of use
- How obtain bedding, clothing, toiletries, etc
- If a foreign national, how to get in contact with their embassy or consulate

### 4. All issues identified on the immediate needs checklist have either been attended to or referrals made within 2 hours of the inmate's arrival into the unit:

If not, what actions are being taken to ensure they are resolved?

### 5. The inmate has been informed that:

- No gang patches, pornographic material or money is allowed
- There is to be no tampering with electrical wiring in cells
- A copy of the PPM is available for them to read at (location)
- Doing favours for another inmate may mean getting into trouble
- The social worker and chaplain are available to talk to privately

### 6. The inmate has been given a copy of:

- The list of items allowed in their cell
- The unit's information sheet/booklet

### 7. The inmate has been given:

- Clothing
- Bedding
- Toiletries

---

Inmate's signature: ____________________________

Date: ____________________________

Officer's signature: ____________________________

Date: ____________________________

---

Authorised by: ____________________________

Position: National Manager Prisons
Service Management

INMATES AT RISK TO THEMSELVES

Penal Division
National Policy
Ref No: B.14

Effective from: 1 Mar 94
Review by: 28 Feb 96

Page 1 of 1

AUTHORITY FOR POLICY

* Penal Institutions Act 1954
* Criminal Justice Act 1985

POLICY STANDARD

* Inmates who give cause for concern that they may be in danger of harming themselves are managed to minimise the risk of self-harm.

PERFORMANCE STANDARDS

a Inmates are assessed for their at risk level on reception.
b An at risk inmates' immediate spiritual, cultural, religious, mental health and personal needs are met.
c Staff are trained and equipped to recognise and respond to inmates who are or may become at risk of self-harm.
d The management of an inmate reflects their at risk assessment.
e At risk inmates' special needs are identified and addressed.
f Staff working with an at risk inmate, and agencies who receive an at risk inmate are informed of the inmate's level of risk.
g At risk inmates are managed to minimise their risk of self-harm.
h Staff respond to all incidents in a way that minimises the likelihood of further harm to the inmate and minimises risk to others.
i At risk inmates have the same opportunities for involvement in prison activities as other inmates, consistent with maintaining their safety and the safety of others.
j Necessary support personnel have access to at risk inmates at all times as required.
k At risk inmates have accurate, timely and concise case notes kept.
l Suitable resources are provided for managing at risk inmates.
m Detailed reports, documents, and case notes are maintained on all inmates in special observation and are available to staff who require them.

Authorised by: [Signature]

Position: National Manager Prisons
**PROCEDURE STANDARD**

* At risk inmates are identified on reception with their immediate and ongoing needs identified and addressed.

**NECESSARY FORMS AND REQUIREMENTS**

**Forms:**  
- F1 New arrival Risk Assessment  
- F2 Observation Form

**Requirements:**  
- R1 Establishing and maintaining at risk file  
- R2 Observing inmates at risk

**PROCEDURE**

a. The Risk Assessment Form is completed on each inmate by the officer receiving the inmate.

b. Where there is no cause for concern usual reception procedures follow.

c. Where there is cause for concern contact is made with the manager custody or his/her delegate to decide the inmate's immediate placement and action is taken to meet the inmate's immediate spiritual, cultural, religious and personal needs.

d. The inmate is categorised as high, medium or low risk and a decision made on the degree of observations required and the periods for review.

e. The inmate is placed on the required observation routine.

f. Observation forms are completed as required.

g. The unit manager in consultation with other appropriate staff regularly review the need for increased or decreased observations.

h. The inmate's "at risk file" is established and maintained to collate case notes, reports and other required documents.

i. A management plan designed to minimise the risk of self-harm is established in consultation with the case management team, and necessary support personnel.

j. The inmate's progress is regularly reviewed by the unit manager in consultation with the case management committee and appropriate support personnel involved to assess their at risk status and any necessary actions.
KEY ROLES AND RESPONSIBILITIES

Officer receiving inmate at time of arrival:
* Complete Risk Assessment Form.
* If inmate at risk, inform Manager Custody or delegated officer.
* Maintain inmate's safety until appropriate actions or measures are implemented.

Manager Custody or delegated officer:
* Decide about immediate placement and categorise inmate's at risk level as High, Medium or Low.
* Decide about level of observation according to degree of risk.
* Ensure immediate special needs of inmate are met.
* Initiate at risk file.
* Ensure information provided to responsible unit manager.

Custody Manager:
* Monitor inmate's progress and take appropriate action as required.
* Inform Manager Operations as necessary.
* Acknowledge special needs of at risk inmates when dealing with misconduct reports.

Unit Manager:
* Re-assess at risk level of inmate as High, Medium or Low, in consultation with case management team and other necessary support personnel.
* Ensure inmate management plan is developed in consultation with appropriate support personnel.
* Ensure all necessary documents are maintained in the inmate's "at risk" file.
* Check alert system activated on Inmate Management database.
* Ensure people interacting with the inmate are informed of the inmate's at risk level.

SOURCES OF FURTHER INFORMATION

* Nil
**NEW ARRIVAL “RISK ASSESSMENT” FORM**

To be completed by officer receiving the inmate:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
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**Officer’s Observations of the inmate during reception:**
- Refuses to speak
- Appears very sad
- Threatening
- Irrational
- Ill
- Shurred speech
- Glazed eyes

**The Officer Asks the Inmate:**
- Are there any family difficulties at the moment
- Is this your first time in prison
- Do you have any drug or alcohol problems at the moment
- Have you ever seen a psychiatrist/psychologist
- Have you ever attempted suicide
- Is there anything special that we need to know about you so that we may be able to help you

**Officer’s Assessment:**
- Is there anything about this inmate that makes you think that he or she is at risk?
  - If yes state what

**IF THERE ARE 2 OR MORE YES ANSWERS THE INMATE IS CONSIDERED TO BE ‘AT RISK’ UNTIL ASSESSED OTHERWISE.**

The line manager is to be notified immediately and decisions made about placement, levels of observation and meeting the immediate special needs of the inmate (ie: health, spiritual, cultural and personal needs).

Signed: _______________ Time: _______________ Date: _______________

- This form is to be completed on remand reception and on newly sentenced reception.
- If inmate’s status or situation changes he or she is to be reassessed as necessary.

**Authorised by:** _______________  **Position:** National Manager Prisons
# OBSERVATION FORM

**NAME**

**DATE**

**TIME COMM.**

**TIME FINISH**

USER GUIDE: YOU ARE REQUIRED TO RECORD THE INMATE'S ACTIVITY AT INTERVALS AND COMMENT ON WHAT HE OR SHE HAS BEEN DOING SINCE THE PREVIOUS NOTATION.

AN ACTIVITY MEANS WHAT HE/SHE IS DOING (E.G. STANDING, ON/BED, ASLEEP, EATING, TALKING, READING OR OTHER)

PARTICULAR CARE IS TO BE TAKEN TO RECORD UNUSUAL BEHAVIOUR OR BEHAVIOUR KNOWN TO BE OUT OF CHARACTER.

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Authorised by: [Signature]
Position: National Manager Prisons
1 Each medium and high at risk inmate and those other inmates needing an at risk file have a separate file held by the unit manager.

2 The at risk file contains:
   a the risk assessment form.
   b a copy of the inmate's management plan.
   c all incident reports during the at risk period.
   d observation reports undertaken during the at risk period.
   e any other relevant documents such as psychological reports completed during the at risk period.
   f case notes of the unit manager/staff/personnel observations.

3 At risk files are maintained until the inmate is no longer at risk at which time the at risk file is placed on the inmate's prison file.
a High risk inmates have a maximum of 15 minute intervals between observations.
b Medium risk inmates have a maximum of 30 minute intervals between observations.
c Low risk inmates are placed under observation as necessary.
AUTHORITY FOR POLICY

* Penal Division Planning Team decision of 24 September 1993.

POLICY STANDARD

* Gang inmates are managed in a fair and equitable manner to ensure a safe and humane prison environment and to assist their reintegration into society.

PERFORMANCE STANDARDS

a Prisons are managed to provide a gang-neutral environment.
b Reception procedures provide the opportunity for each inmate to identify their gang association.
c Staff recognise the presence of gang inmates within the prison.
d Staff are competent to manage issues arising from the presence of gang inmates within the prison.
e Staff manage self-identified ex-gang inmates as neutral individuals.
f Prison management communicates with gang-designated spokesperson(s) on gang related issues.
g A suitable staff member is appointed by Prison Management as a gang liaison officer to work with gang inmates and prison management.
h Staff respect the individual gang inmate's choice to associate with other gang inmates providing there is no impact on the safety and security of the prison.
i Gang inmates are placed within the prison in a manner that ensures a gang-neutral and safe environment for all inmates and staff.
j Any special conditions imposed for temporary releases and escorted outings for gang members are not influenced by their gang association.
k Punishment is based on an individual's behaviour and not gang association.
l The decision to segregate a gang inmate is made on the basis of their individual behaviour and not gang association.
**AUTHORITY FOR POLICY**

* Penal Division Planning Team decision 20 September 1994

**POLICY STANDARD**

* Women inmates are contained in separate secure facilities and are managed in a manner which respects women as adults, takes into account their particular needs as women and acknowledges their family/whanau circumstances and personal histories.

**PERFORMANCE STANDARDS**

a. Women inmates are housed in separate secure facilities and managed independently of male inmates.

b. The design and furnishing of new women's prisons takes into account the particular needs of women which are identified through consultation with a wide group of people, including women inmates, prison staff and community members.

c. The gender and cultural mix of staff working in women's prisons reflects the need to provide positive role models of both genders for women inmates.

d. Nurses appointed to women's prisons have training specific to women's health issues.

e. Contraceptive services are provided on request from the inmate for temporary releases and/or final release.

f. All women inmates are offered access to, and support in participating in, programmes aimed at reducing or stopping smoking.

g. Programmes offered to women inmates take into account issues impacting on women in New Zealand society which are identified through consultation with women's groups.

h. Employment, industry and vocational training provided to women inmates reflects the variety of skills which will be of value to them upon their return to the community including surviving without paid employment.

i. The prevalence of sexual abuse histories among women inmates is taken into account in both the development of programmes for them and their day to day management.

j. Access for women inmates to information and counselling on abuse related issues is facilitated by prison management.

k. Women inmates have access to the national cervical screening programme.

l. Women inmates over the age of 50 years, and/or identified as being at risk, have access to a mammography screening programme.
**AUTHORITY FOR POLICY**

* Prisons in Change
* Criminal Justice Act 1985 section 94(1)(a)
* Penal Institutions Act 1954 section 21
* Penal Institutions Regulations 1961 regulation 55

**POLICY STANDARD**

* Women inmates who are pregnant or have babies up to six months of age are managed in a sensitive manner that takes into account their particular risks and needs while optimising the wellbeing of the baby.

**PERFORMANCE STANDARDS**

a All pregnant inmates including those on remand are given a full ante natal assessment by a registered midwife or medical officer with obstetric qualifications as soon as is practical or immediately if there is any concern for the welfare of the inmate or her unborn child.

b Each women's prison has 24 hour access to, and liaison with, appropriate hospital and community based obstetric and midwifery services.

c Pregnant women who are known substance users are referred to a medical practitioner with obstetric qualifications within 24 hours of reception.

d Pregnant inmates on a recognised substance abuse maintenance/withdrawal programme are continued on that programme without interruption, under the direction of the Medical Practitioner.

e An individual health care plan is developed and incorporated into health care management, and the inmate's case management plan.

f Pregnant women are placed in accommodation which provides unrestricted access to a flush toilet and handwashing facilities.

g Where necessary the prison provides suitable maternity attire for the inmate.

h Where necessary the prison provides a layette for a child born to a female inmate including a nightgown, a singlet, a pair of booties, a helmet/bonnet, two nappies, safety pins where necessary, and a shawl or blanket.
v To facilitate bonding, suitable safe, secure and private facilities and equipment are available for an inmate with a baby up to six months of age to breast feed her baby each day and to express milk for the baby as necessary.

w The necessity for bonding between the inmate, the inmate's partner, and their child, whanau or the nominated care giver is recognised and facilitated.

x Any woman inmate who gives birth to a child, or who on admission has a child less than six months old, may keep the child with her until proper provision is made for the child's care.

y Following a miscarriage within 20 weeks of gestation or an unscheduled birth, the inmate is advised of the options appropriate to the inmate's cultural or religious beliefs for the disposal of the foetus or after birth.

z The inmate is assisted to select the most appropriate option for the disposal of the foetus or afterbirth and every facility is made available to the inmate to achieve the option chosen in a sensitive, culturally appropriate and hygienically safe manner.

aa Where after 20 weeks of gestation an inmate delivers a dead baby within the prison every opportunity is made for the inmate to obtain appropriate funeral services and the support and advice of her family/whanau.

ab Gender specific professional support is provided on request and where practicable.
Organisational Management | REINTEGRATIVE SERVICES
---|---
Penal Division | National Policy | Ref No: E.06
Effective from: 1 Mar 94 | Review by: 28 Feb 96 | Page 1 of 1

AUTHORITY FOR POLICY

* Ministerial decision as outlined in Prisons in Change.

POLICY STANDARD

* Reintegrative services are developed, provided and managed to implement inmates' case management plans.

PERFORMANCE STANDARDS

a. All prisons offer the agreed core reintegrative services.
b. Reintegrative services reflect identified and prioritised inmate needs.
c. All reintegrative services are evaluated for their contribution to or impact on effective reintegration.
d. Services are planned and developed following consultation, consideration of research and their relationship with the principles of effective reintegration programmes.
e. Services provided reflect the identity and cultural needs of inmates.
f. Services meet external accreditation standards where they exist.
g. Proposed services are documented, costed and approved before being implemented.
h. Reintegrative service providers are contracted to supply agreed services.
i. A current and written timetable of scheduled activities identifies activity time, location, and participants.
j. The timetable is provided to relevant personnel to enable them to complete their job tasks.
k. Inmates punctually attend and remain at their scheduled activities.
l. Each inmate's name and their attendance at scheduled activities is recorded in a register of attendance.
m. Scheduled activities are evaluated by participants, provider and unit staff.
PROCEDURE STANDARD

* Reintegrative services are planned within the management planning cycle and available resources to meet the identified and prioritised reintegration needs of inmates.

NECESSARY FORMS AND REQUIREMENTS

Forms: Nil
Requirements: R1 Core reintegrative services
               R2 Evaluating reintegrative services
               R3 Pre-release programmes

PROCEDURE

a Reintegrative Services Planning Team (RSPT) established following the Planning Team requirements.
b Needs analysis is conducted to identify inmate reintegrative services needs.
c Identified needs prioritised and recommendations made for services and potential providers.
d Recommendations for services and potential providers discussed with Prison Senior Management Team to identify implications for other managers (ICR).
e RSPT informed of results of discussions.
f Specific documented proposals obtained from potential course providers in line with discussions with Prison Senior Management Team.
g Draft reintegratives services specific programmes and combined plan developed for endorsement by RSPT.
h If approved by Manager Programmes, reintegrative services plan authorised by Manager Programmes who signs and dates plan (ICR).
i If not approved, Manager Programmes discusses concerns with relevant party and provides written explanation of issues.
j Data on services and providers is collated and filed and used as a basis for further developments on services and providers (ICR).
k Services and programmes are evaluated for their contribution to effective reintegration of inmates to the community.
l Proposals for alterations to programmes and proposals are referred to the RSPT and agreed actions taken (ICR).
KEY ROLES AND RESPONSIBILITIES

Manager Programmes:
* Establish and maintain the Reintegrative Services Planning Team.
* Present and discuss proposals with the prison senior management team and report results of discussion to RSPT.
* Authorise the reintegrative services plan.
* Monitor implementation, outcomes and evaluations of reintegrative services plans.
* Consult with informed parties on potential service providers.
* Maintain information base on inmate reintegrative service quality, cost and results.
* Ensure that a draft reintegrative services plan is prepared.

Reintegrative Services Planning Team:
* Prioritise inmate reintegrative needs and propose services to meet those needs.
* Discuss evaluations of services and recommend actions.
* Identify personnel to undertake a needs analysis to identify inmate reintegrative needs and analysis needs.
* Report on provision of reintegrative services.
* Record results of meetings, distribute copies to relevant personnel and files.

Programme Providers:
* Develop specific programme plan following decision on reintegrative services plan.
* Combine specific programme plans to make prison reintegrative services plan.
* Provide evaluations of services and implement required amendments.

SOURCES OF FURTHER INFORMATION
* What Works Now
* Reintegrative Services Curriculum

Authorised by: [Signature]
Position: National Manager Prisons
## Organisational Management

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<thead>
<tr>
<th>CORE REINTEGRATIVE SERVICES</th>
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<tr>
<td>National Requirement</td>
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<tr>
<td>Ref No: E.06.01.R1</td>
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<tr>
<td>Effective from: 1 Mar 94</td>
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The core reintegrative services and outcomes to be available at all prisons are:

- Cognitive restructuring (the specific Canadian programme)
- Substance abuse
- Anger management
- Violence prevention
- Literacy
- Recreation and leisure
- Social skills - esp. lifestyle changes; maintaining relationships
- Life skills - goal setting - major/minor; long/medium/short term goals
- Personal development - assertiveness; family relationships
- Communication skills
- Cultural
- Resource centres
- Driving
- Healthy living
- Vocational development - Getting and keeping a job
- Prerelease
- Spirituality
- Parenting
- Work Experience
- Surviving without paid employment

**Authorised by:**

Signature: [Signature]

**Position:** National Manager Prisons
1 To evaluate the effectiveness of programme delivery the following will be required:
   a Feedback from the programme participants on the appropriateness of the service and suggested improvements.
   b Feedback from the programme facilitator/tutor on the appropriateness of the service and suggested improvements.
   c Feedback from unit staff on the responses of inmates in the unit.
   d Analysis of the feedback information by the Manager Programmes.

2 Feedback from the programme participants should:
   a Be obtained in a culturally appropriate manner.
   b Be provided in a structured format.
   c Include comment on:
      i how well the objectives of the programme were explained;
      ii content (including out of session assignments);
      iii delivery style - including pace and presentation methods (including cultural and gender appropriateness);
      iv how well the service met their reintegrative needs;
      v length of sessions and length of course/programme;
      vi suitability of programme facilitator/tutor;
      vii adequacy of facilities (including accommodation and equipment);
      viii access to service (including timetabling, inmate movements by staff, punctuality of programme facilitator/tutor);
      ix composition of the participant group (size and makeup).
3 Feedback from the programme facilitator/tutor should:
   a Be obtained in a culturally appropriate manner.
   b Be provided in a structured format.
   c Include comment on:
      i whether the programme's objectives were achieved;
      ii content (including out of session assignments);
      iii apparent impact of service on participants' behaviour;
      iv delivery style - including pace and presentation methods
         (including cultural and gender appropriateness);
      v how well the service met the participants' reintegrative needs;
      vi length of sessions and length of course/programme;
      vii adequacy of facilities (including accommodation and
         equipment);
      viii access to service (including timetabling, inmate movements by
         staff, punctuality of participants);
      ix composition of the participant group (size and makeup);
      x inmate attendance;
      xi support from prison management.

4 Analysis of the feedback information by the Manager Programmes.
   a The Manager Programmes should analyse the feedback information
      obtained to determine the appropriateness of the service and possible
      improvements.
   b In undertaking this analysis the Manager Programmes will need to
      obtain the following information from unit staff:
      i apparent impact of the programme on the participants' behaviour;
      ii attendance record of the service provider - including
         punctuality.
1. The following elements shall be included in all pre-release programmes for all Corrective Trainees and inmates serving sentences of more than three months and less than twelve months.
   a. Information on inmate eligibility for benefits and Steps to Freedom.
   b. Information on access to the health system.
   c. Information on child support requirements.
   d. Information on employment and training services.

2. The following elements will be included in all pre-release programmes for inmates sentenced to twelve months or more.
   a. Information on inmate eligibility for benefits and Steps to Freedom.
   b. Information on access to the health system.
   c. Information on child support requirements.
   d. Information on employment and training services.
   e. Information on legal issues and responsibilities, including Community Corrections requirements, fines, and relationships with the Police.
   f. Information on re-establishing relationships, which may include sessions with partners and a parenting skills component.

3. The following elements shall be included in all pre-release programmes for inmates sentenced to less than three months.
   a. Information on inmate eligibility for benefits and Steps to Freedom (where applicable).
   b. Information on access to the health system.
   c. Information on child support requirements.
   d. Information on employment and training services.

4. Appropriate personnel and agencies to deliver this information include:
   b. New Zealand Employment Service (employment opportunities).
   c. Education Training and Support Agencies (training).
   d. Community Corrections.
   e. Inland Revenue Department (Child Support Agency).
   f. NZPARS (community support).
   g. New Zealand Police.

5. Direct contribution from the above is highly desirable but may not always be possible. In those cases appropriate information should be collated and disseminated by prison personnel.

Authorized by: [Signature]
Position: National Manager Prisons
Organisational Management | APPROVING AND MONITORING REINTEGRATIVE SERVICE PROVIDERS
---|---
Penal Division | National Procedure | Ref No: E.06.02
Effective from: 1 Mar 94 | Review by: 28 Feb 96 | Page 1 of 2

**PROCEDURE STANDARD**

* Approved Reintegrative services are delivered as specified, monitored and evaluated.

**NECESSARY FORMS AND REQUIREMENTS**

Form: F1 Course or service proposal
Requirements: R1 Criteria for selecting reintegrationist services providers
R2 Conditions for agreements for service providers

**PROCEDURE**

a Service proposal documented according to Requirements and discussed with RSPT as part of draft or alteration to a specific programmes plan.
b RSPT makes recommendations on proposal to Manager Programmes.
c Manager Programmes considers advice, informs service provider of results of discussions and takes appropriate action.
d **If approved, service agreement finalised and provider contracted either with written agreement or requirements included in their personal performance plan ICR).**
e **If service not approved, service provider notified in writing (ICR).**
f Approved service agreements implemented and monitored.
g Services evaluated for process and outcomes by participants, provider and unit staff and results reported to RSPT for discussion (ICR).
KEY ROLES AND RESPONSIBILITIES

General Manager:
* Contract service provider if within delegations or arrange for contract to be signed if not within delegations.

Manager Programmes:
* Discuss service proposals with provider.
* Notify service provider in writing of outcome of proposal.
* Sign agreement if within delegations.
* Ensure recommendations from RSPT are actioned.
* Ensure service is monitored and evaluated.
* Ensure prison complies with obligations of agreement.

Line Manager:
* Ensure service/courses to be delivered are incorporated into staff performance agreements where appropriate.

Service Provider:
* Develop and finalise service proposal following discussion with Manager Programmes.
* Provide the agreed service, monitoring and evaluation.

Reintegrative Services Planning Team:
* Make recommendations to Manager Programmes on proposals, service delivery outcomes, and evaluations of services.
* Provide a forum for discussing relevant issues as they arise.

SOURCES OF FURTHER INFORMATION

* Interagency Agreement
Reintegrative service providers should wherever possible, meet the following criteria:

1. The provider should be:
   a. Recognised as a quality provider by knowledgeable and qualified personnel, or have demonstrated competence in the subject.
   b. Able to award recognised qualifications where they exist and where applicable.
   c. Able to offer achievement and attendance certificates where qualifications not available.
   d. Able to offer acceptable contingencies if a staff member is absent.
   e. Able to offer community options for graduates of prison programmes to link into as part of their release.
   f. Able and willing to recognise and work within the constraints of working within a prison.

2. The provider has:
   a. Demonstrated application of Effective Correctional Programme Principles as outlined in "What Works Now".
   b. Suitably trained and qualified personnel providing the service.
   c. Demonstrated expertise in working with people of similar cultural, educational, behavioural and cognitive background to inmates.
   d. Provided documentation that verifies their ability to provide an effective service.
   e. Demonstrated that their proposals are cost effective and cost competitive when compared with other providers.

3. The provider will:
   a. Accurately complete the required course proposals, evaluations, and other documentation as agreed.
   b. Be contracted either with a formal agreement or a letter of acceptance of service, or have the required service and/or outcomes specified in their personal performance plan if a staff member.

4. The provider is:
   a. Approved to enter the prison by the Manager Custody.
Organisational Management  | CONDITIONS FOR AGREEMENTS FOR SERVICE PROVIDERS  
--- | ---  
Penal Division | National Requirement  
Effective from 1 Mar 94 | Review by: 28 Feb 96  
Ref No: E.06.02.R2 | Page 1 of 1  

1. The following elements shall be included in all agreements with external providers offering reintegrative services.

a. The name of the person or organisation providing the service.

b. The name of the service being provided.

c. The objectives of that service.

d. The dates and times the service is to be provided.

e. Where the service is to be provided.

f. The costs of the service to be provided.

g. The requirements on the prison to provide equipment and/or other resources.

h. The requirements on the service provider to provide equipment and/or other resources.

i. The responsibilities for the prison and the provider for evaluating the service.

j. The dates by which the evaluations must be received by the prison.

k. Any other requirements and deadlines made by the prison or provider.

l. Confirmation of acceptance of the conditions of the agreement, and the date of that acceptance, signed by both the prison and the service provider.

2. All letters contracting services are to include the sentence "Any future services to be provided will depend upon the outcomes of the evaluations of this service".

3. All letters contracting services are to outline that there is to be an induction programme for personnel involved.
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<th>COURSE OR SERVICE PROPOSAL</th>
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<td>Effective from: 1 Mar 94</td>
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1. Name of Course/Service

2. Name of Course/Service Provider

3. Divisional components category

4. Learning Outcomes/Course Objectives.
   By the end of the course participants will be able to:
   a. ............................................................................
   b. ............................................................................
   c. ............................................................................
   d. ............................................................................
   e. ............................................................................

5. Performance criteria.
   The percentage of inmates achieving each objective:
   a. ............................................................................
   b. ............................................................................
   c. ............................................................................
   d. ............................................................................
   e. ............................................................................

6. Total Course hours
   Number of courses
   Ideal number of participants per course
   Number of sessions per course
   Session length

7. Anticipated dates of course(s)/Service(s)
<table>
<thead>
<tr>
<th>Contributor</th>
<th>Course Session</th>
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</table>

8 Cost per course/service

9 Equipment required for delivery of course and approximate costs if purchased:

<table>
<thead>
<tr>
<th>Prison Equipment Required</th>
<th>Approximate Cost</th>
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<tbody>
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<table>
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<tr>
<th>Provider Equipment Required</th>
<th>Approximate Cost</th>
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Signed

Name

Approved

Name

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Total annual course hours</th>
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<tbody>
<tr>
<td>Projected participant hours per year</td>
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<tr>
<td>Total cost for all courses/services</td>
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<tr>
<td>Course cost per hour</td>
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<tr>
<td>Course cost per projected participant hour</td>
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Authorised by: [Signature]

Position: National Manager Prisons
<table>
<thead>
<tr>
<th>Organisational Management</th>
<th>GETTING INMATES TO AND FROM SCHEDULED ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penal Division</td>
<td>National Procedure</td>
</tr>
<tr>
<td>Effective from: 1 Mar 94</td>
<td>Review by: 28 Feb 96</td>
</tr>
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<td></td>
<td>Page 1 of 2</td>
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**PROCEDURE STANDARD**

* Inmates are provided with opportunities to attend and complete scheduled activities.

**NECESSARY FORMS AND REQUIREMENTS**

Forms: Nil
Requirements: Nil

**PROCEDURE**

a) A current timetable of scheduled activities and participants is produced and provided to those staff who require knowledge of the participants and their location to undertake their job tasks (ICR).
b) Inmates are provided with a current timetable of their scheduled activities, times and location.
c) The opportunity is provided for inmates to prepare prior to the scheduled activity commencing.
d) The movement of inmates to and from their activity location is coordinated according to the prison's inmate movement procedure.

**KEY ROLES AND RESPONSIBILITIES**

**Manager Programmes:**
* Designate person to be responsible for developing and maintaining timetable.

**Timetable producer:**
* Provide staff requiring knowledge of inmate location and participation with a current timetable of scheduled activities location and participants.
* Provide each inmate with a copy of their individual timetable of location and scheduled activities.

**Unit Staff:**
* Provide opportunity for the inmate to prepare for scheduled activities.
* Coordinate the movement of inmates to and from activity locations.
Service Provider:
* Inform Unit Staff if inmate does not arrive at scheduled activity.
* Inform Unit Staff if scheduled activity completes earlier than scheduled

Inmate:
* Prepare for participation prior to moving to scheduled activity.
* Punctually attends required scheduled activity and remains for the scheduled time.

**SOURCES OF FURTHER INFORMATION**

* Nil

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Position: National Manager Prisons
PROCEDURE STANDARD

* A register of attendance is completed for all scheduled activities.

NECESSARY FORMS AND REQUIREMENTS

Forms: F1 Attendance Register (local)
Requirements: R1 Maintaining an attendance register

PROCEDURE

a Manager Programmes identifies who is responsible for maintaining the register for each activity.
b Activity Provider or Unit Staff obtain required attendance register.
c Either activity provider or Unit Staff maintain attendance register for each scheduled activity, as appropriate (ICR).
d On completion of course or end of quarter, attendance register or certified photocopy is given to Manager Programmes.
e Completed registers referred to Administrative support for further processing.
f Completed registers or certified copies are stored for seven years (ICR).

KEY ROLES AND RESPONSIBILITIES

Manager Programmes:
* Inform providers or Unit Staff of register requirements.
* Ensure registers are available to providers and Unit Staff.
* Ensure register information is verified and audited.

Unit Manager or Activity Provider:
* Ensure required register for activities prepared and completed.
* Ensure completed registers delivered to Manager Programmes.

Administrative Support:
* Store registers for seven years.
* Process and file registers.

SOURCES OF FURTHER INFORMATION

* Nil

Authorised by: ____________________________ Position: National Manager Prisons