



COMMUNITY ENGAGEMENT

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MANAGEMENT OF PRISONERS ON A WORK PROGRAM

Version: 02

Implement date: 24/06/2020

Availability: Sensitive

Performance Standard:

[REDACTED]

Outcomes:

Establishes effective management of Work Program Community Service Projects.

Accountability:

Chief Executive or Delegate	<ul style="list-style-type: none"> Determines the security classification and placement of prisoners in accordance with relevant legislation, delegations, agency policy, practice directives, individual risk/need and effective utilisation of agency resources.
Chief Superintendent, General Manager of a corrective services facility	<ul style="list-style-type: none"> Allocates prisoners to appropriate Community Service Projects by considering any risk management principles. Ensures appropriately qualified and trained corrective services facility staff complete the necessary assessments and reports relevant to the decisions being made and participate in panel interviews when relevant.
Relevant Supervisor/Corrective Services Officer	<ul style="list-style-type: none"> Provides advice and support to sponsors and/or on-site supervisors. Where required, supervises Community Service Projects in an active and appropriate fashion. Ensures prisoners adopt safe working practices in the performance of community service and records all relevant details of the injury to a supervisor. Prepares reports regarding the prisoner's engagement in employment and general behaviour.
Work Program Coordinator	<ul style="list-style-type: none"> Conducts assessment of suitability of the Work Program.

Process Owner: Custodial Operations and Specialist Operations maintain ownership and responsibility for review and amendment of the Practice Directive.

Human rights

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

- recognition and equality before the law, including the right to equal and effective protection against discrimination;
- the right to protection from torture and cruel, inhuman or degrading treatment;



- freedom of thought, conscience, religion and belief, including the right to demonstrate the person's religion or belief;
- freedom of expression, including the;
- peaceful assembly and freedom of association;
- the right to privacy and to reputation;
- protection of families as the fundamental group of society and the protection of children;
- Cultural rights – generally and for Aboriginal peoples and Torres Strait Island peoples;
- The right to liberty and security of person;
- The right to humane treatment when deprived of liberty;
- the right to have access, based on the person's abilities, to further vocational education and training that is equally accessible to all;
- the right to access health services without discrimination including the right not to be refused emergency medical treatment that is immediately necessary to save the offender's life or prevent serious impairment to the prisoner.

Limitation of human rights

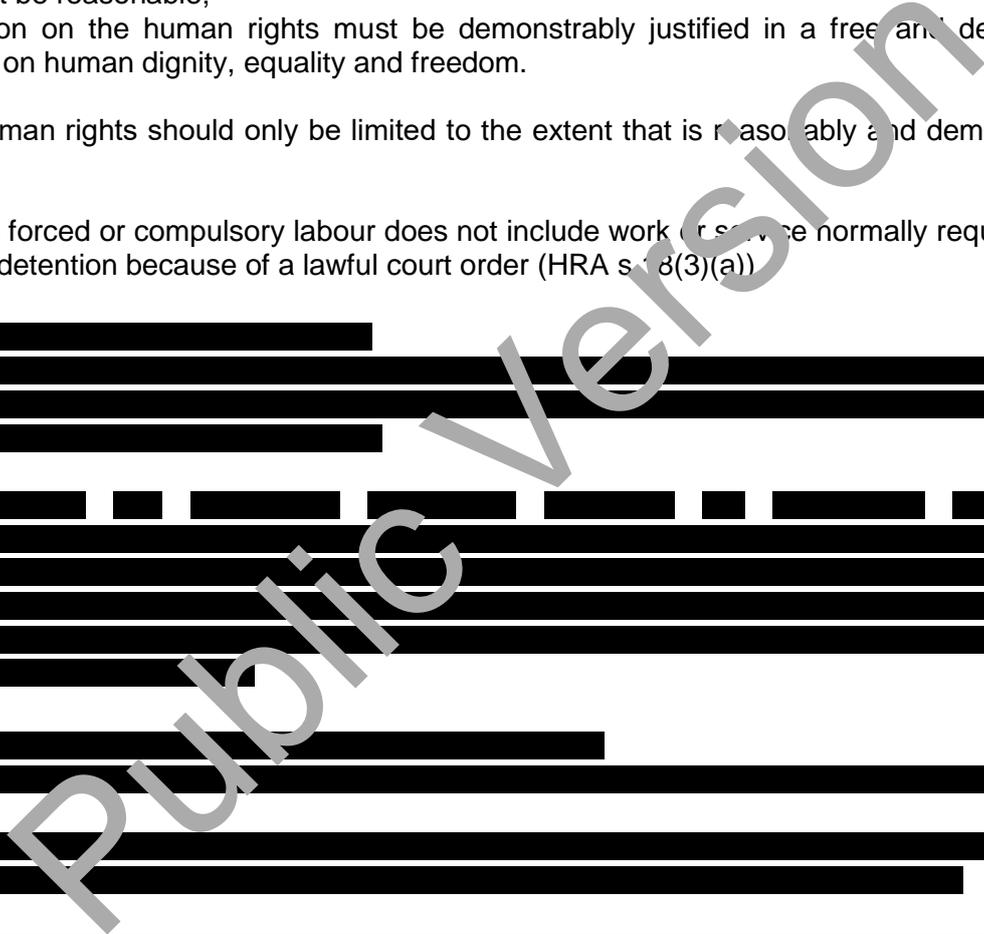
Human rights can be limited if certain conditions are present:

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

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

Freedom from forced or compulsory labour does not include work or service normally required of a person under detention because of a lawful court order (HRA s 8(3)(a))

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Work Camp Induction

Work camps must have a prisoner induction booklet. A copy of the booklet must be provided to each prisoner on induction.

The following information must be provided during induction and signed by the prisoner as being understood:

- work camp daily routine
- behaviour standards expected of prisoners



- hours of work
- muster/head count requirements
- allocated shopping times and locations
- medication issued
- telephone use
- camp curfew
- issue of monies for buy-ups
- tool control
- personal property allowable and its security/storage/disposal
- fire instructions
- smoking policy
- visitors
- meals
- emergency management; and
- Workplace Health and Safety.

On arrival at a work camp, work camp supervisors are to allocate each prisoner a bed.

Prisoners deemed as suitable for work camp accommodation are not required to be managed in accordance with the Elevated Base Line Risk (EBLR) procedure whilst residing at a work camp.

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<p>Additional Considerations – QPS contact</p>	<p>The field supervisor must provide relevant details for each prisoner located at a work camp following request from the Officer in Charge of the nearest Queensland police station.</p>

Work Camp Inspections and Logbooks

Work Camp Inspections

The Chief Superintendent, General Manager is to ensure that each work camp is inspected by the Work Camp Coordinator or equivalent at least once every quarter. On each of these occasions an audit of the work camp log books, accommodation, food services and general camp hygiene is to be carried out.

An inspection of each work camp by the Chief Superintendent, General Manager and/or Superintendent, Deputy General Manager is to be conducted biannually. These inspections are to include attendance at the local Community Advisory Committee meetings.

Work Camp Log Books



Each field supervisor is to maintain a daily log book which is to be secured in the work camp office. At a minimum the daily information to be recorded is as follows:

- day and date
- staff on duty
- daily movements
- medication issues
- head counts and/or musters
- project sites
- unscheduled movements
- incoming and outgoing mail
- prisoner shopping times and locations
- significant issues, poor performance, IOMS records
- any injury to staff and/or prisoners.

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Work Camp Food Provisions

QCS is responsible for providing all meals to work camp prisoners. Take away type food is not to be provided nor are prisoners permitted to purchase food that would constitute a meal using their own funds without the prior approval of the Chief Superintendent, General Manager or Superintendent, Deputy General Manager of the relevant corrective services facility. Approval may be provided in emergency situations or to recognise a particular occasion.

Prisoners may purchase food at rest and refuelling stops when travelling between work camps or the managing corrective services facility. These stops will be at the discretion of the field supervisor. Any purchases made by prisoners are not in replacement of QCS' obligation to provide meals to the prisoners when under transit.

Case Management (Work Camps)

Case management for prisoners at a work camp will be the responsibility of the Work Program Coordinator or equivalent at the adjoining custodial facility in conjunction with supervisors.

A minimum of one community work report for each prisoner is to be recorded in IOMS for each fortnight that the prisoner is at a work camp. Case notes are to be added as deemed appropriate to record significant issues, both positive and negative.



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Breaches involving Prisoners assigned to Work Camps

All incidents regarded as minor which do not constitute an offence or breach of discipline, should be addressed by the relevant field supervisor, usually through individual counselling and the completion of a Behaviour/Performance Report.

When an incident involves a prisoner allegedly committing an offence or breach of discipline the field supervisor must advise the responsible manager, in person or by telephone, as soon as practicable and provide a risk assessment to the manager, by end of duty on that day, or sooner, as required by the manager.

The manager must contact the Chief Superintendent, General Manager of the corrective services facility to which the respective work camp is aligned as soon as possible if the responsible manager has any concerns regarding the management and supervision of the prisoner and whether the prisoner’s placement needs to be reviewed.

Parole Application and Process

Application by Prisoner for Parole Order

An application for parole must be made using Application by Prisoner for Parole Order – Approved Form 29 having regard to s180(2) of the CSA. The form must be lodged with Sentence Management Services at the corrective services facility where the prisoner is accommodated. If the prisoner is located at a work camp, the application is submitted at the prisoner’s placement centre.

Transfer or Discharge from a Work Camp

Transfer of a Work Camp Prisoner



Additional Considerations -Transfer for Participation in a Work Order	Some low security facilities accommodate prisoners who have been granted a work order. Refer to Practice Directive Sentence Management: Transfers.
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Queensland Police Service Watchhouse

A prisoner participating in a work camp may be placed in a Queensland Police Service watchhouse prior to being escorted to a corrective services facility. This may be the result of safety and/or security concerns raised regarding the prisoner and a need to secure the prisoner immediately prior to the escort. A safety order must be generated when a prisoner is secured in a watchhouse. Refer CSA s53, 68, Instrument of Limitation of Corrective Services Officers’ Powers and the Practice Directive At Risk Management: At Risk.



Prior to deployment of prisoners to a work camp, the field supervisor will be supplied with:

- pre-dispensed Webster pack medications as required for the duration of the deployment (if applicable)
- QCS issued mobile phone
- approved prisoner monies.

Timeframe	Prior to the transfer of the prisoner
Responsible Officer	Corrective Services Officer
Approval and Review	Chief Superintendent, General Manager of the corrective services facility

Discharge from Work Camp

Consideration must be given to, where practicable, discharging prisoners directly from a work camp. For example, if a prisoner is to be discharged to a location that is closer to the work camp than the managing correctional centre and Community Corrections requirements can be met (if applicable), it may be beneficial to discharge the prisoner from the camp and not return him/her to the managing corrective services facility.

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