

Inmate Classification and Placement Corrective Services NSW

Policy for Inmate Classification and Placement

Approval Date	25 October 2019
Version Number	2.0
Version Date	1 February 2021
Status	Approved
Contact	[REDACTED] Deputy Superintendent Inmate Classification & Placement
Review Date	February 2023

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Policy for Inmate Classification and Placement

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1 Policy Statement and Purpose

As a Division of the Department of Communities and Justice, Corrective Services New South Wales (CSNSW) contributes to key New South Wales (NSW) Government priorities including improving community safety and confidence in the justice system, working to achieve the State Priority of reducing the rate of reoffending and contributing to the Premier's Priority of reducing domestic violence reoffending.

This policy details the principle processes of inmate classification and placement and their application within correctional centres in NSW. The goals of this policy and related sub-policy and procedures are to implement a clearly defined process that provides the grounding for consistency in classification and placement throughout the State.

Classification is the process whereby inmates are designated a security rating that determines the custodial location in which they are to be managed. The classification is comprised of two parts:

- security rating, and
- placement

In accordance with the [Crimes \(Administration of Sentences\) \(CAS\) Regulation 2014](#), every inmate managed in correctional centres in NSW must receive a classification. [Clause 11](#) further directs that each inmate must be classified as soon as practicable after being received into a correctional centre.

The goals of the Inmate Classification and Placement Branch are as detailed in the [Inmate Classification and Placement - Business Plan](#).

An inmate's classification must be reviewed at least once every 12 months, and at other times as the Commissioner determines.

2 Application

This document must be utilised in conjunction with the associated sub-policy documents, these documents include procedures which aim to provide support and instruction to those staff that have responsibilities in the inmate classification and placement process. The implementation of the attached supporting documents will result in a high level of consistent and accountable processes within correctional centres across New South Wales including privately operated centres, and those subject to a deed arrangement.

Inmate Classification and Placement forms a part of the Offender Management and Programs Branch and is responsible for overseeing policies and procedures relating to an inmate's classification and placement whilst in custody, in accordance with the [CAS Regulation](#).

NSW Correctional Centres that are subject to Operating/Management Agreements (i.e. Service Specifications) and operated or managed either by the State or a private service provider will be required to meet the Service Specifications and Key Performance Indicators as detailed in respective contracts.

The respective contracts will specify in the Service Specifications which CSNSW policies and procedures must be adhered to.

The Assistant Commissioner, Offender Management Programs has oversight for implementing this policy. The Group Director, OSP through the Director State-wide Services and Director State-wide Programs is responsible for monitoring compliance with the policy.

Governance and Continuous Improvement has responsibility for performance monitoring and reporting against associated Service Specifications and Key Performance Indicators.

3 Overview of Reform and separation of roles

The Case Management Reform in 2017 resulted in a separation of case management, and inmate classification and placement responsibilities. The Inmate Classification and Placement Branch in turn conducted a review of the Classification and Case Management Coordinator (CCMC) role, which resulted in the deletion of the CCMCR and the creation of two new roles:

1. Classification and Placement Officer (CAPO), and
2. Senior Classification and Placement Officer (SCAPO)

The gazetted size of the correctional centre, and the inmates held within determined the allocation of CAPOs and SCAPOs and the number of roles assigned to each centre.

An integral outcome of the review saw Classification and Placement Team (CPT) meetings replace Case Management Team (CMT) meetings with the inclusion of S/CAPOs as a voting member of the CPT. Service and Programs Officers (SAPOs) were redeployed to other roles and are no longer directly included in the inmate classification and placement processes.

The case management review resulted in the creation of the Case Management Units (CMUs). The majority of correctional centres have a dedicated CMU assigned to the centre, with the exception of some remand, and small centres. The CMUs are now responsible for all case management responsibilities including case plans.

Case management procedures are therefore not covered in this policy. For all case management policies and procedures see [Custodial Case Management](#).

4 Key Principles of Inmate Classification and Placement

The following key principles guide all inmate classification and placement processes:

- Ensure each inmate is classified as soon as practicable after being first received into a correctional centre, with the Commissioner to determine the inmate's classification as required by the [CAS Regulation](#).
- Ensure that the Initial Classification and Placement recommendation for each inmate received into the correctional centre is completed and entered in the Offender Integrated Management System (OIMS) within 7 days of reception and available to the State for approval in accordance with the [CAS Regulation](#) and policy.

- Ensure each inmate is placed within the correctional centre:
 - in the lowest level of security for which the inmate has been assessed
 - in a manner which can facilitate the successful implementation of case plan goals
 - as determined by the Commissioner
- Ensure that the Review of Classification and Placement recommendation for each inmate is completed and entered in the CSNSW OIMS within 12 months of the Initial Classification and Placement recommendation, or previous Review of Classification and Placement recommendation in accordance with the [CAS Regulation](#) and policy.
- Ensure each inmate subject to the management of the Serious Offenders Review Council (SORC) or SORC sub-committees is managed as required by the State and in accordance with Regulation and policy.
- Ensure that a liaison and reporting mechanism is maintained with the State that allows for an effective exchange of information relating to classification and placement issues.

5 Classification and Placement Processes

5.1 Reception, Screening, Induction and Orientation (RSIO)

Inmate classification and placement follows the Reception, Screening, Induction and Orientation (RSIO) of all inmates in correctional centres in NSW. The classification and placement process must not be completed until the RSIO processes have been completed and entered on the OIMS. Where exceptional circumstances exist and a variation is required, this must be referred to the Assistant Director, or Director Inmate Classification and Placement prior to proceeding.

The Custodial Operations Policy & Procedures (COPP) details the policy and procedures pertaining to the reception processes within correctional centres:

- [Custodial Operations Policy and Procedures \(COPP\) 1.1 Reception procedures.](#)

Accommodation decisions are covered in the:

- [COPP 5 Inmate accommodation.](#)

Screening and induction information can be located within the Custodial Case Management in Correctional Centre Policy and Procedures:

- [PR1 - Procedures for the Reception, Screening, Induction and Orientation of CSNSW Inmates.](#)

5.2 Classification considerations

A number of factors are considered when determining both the security rating and placement of inmates. In accordance with clause 20 of the [CAS Regulation](#), the following factors must be considered:

The inmate's classification;

- where the inmate's classification is Category Life, that such inmates should be confined at all times by a secure physical barrier unless extraordinary circumstances exist;
- if available, the Judges Sentencing remarks (JSR) in relation to the inmate;
- any assessment that has been made as to the inmate's physical or mental health by Justice Health & Forensic Health Network (JH&FHN) and State-wide Disability Services (SDS);
- the provision of health care services to the inmate, i.e. JH&FHN, and SDS;
- whether or not the inmate is likely to be removed from Australia;
- the inmate's criminal history and history of behaviour during any previous period of imprisonment;
- the inmate's history of behaviour while subject to supervision in the community other than as an inmate under any conditions of bail, or parole, or any other conditions imposed by a court order (including an extended supervision order under the [Crimes \(High Risk Offenders\) Act 2006 No 7](#) or the [Terrorism \(High Risk Offenders\) Act 2017 No 68](#);
- any assessment that has been made (whether by an employee of Corrective Services NSW or of any other government department or public authority) as to:
 - the level of risk that the inmate poses to good order and security;
 - the likelihood that the inmate may try to escape from custody;
 - any factors contributing to the inmate's criminal behaviour; and
 - the likelihood of the inmate committing further offences, whether of the same or of a different nature;
- the need to protect the community;
- the proximity of the correctional centre to the inmate's family members;
- the availability of resources and appropriate programs including as identified in the case plan and services at the correctional centre in which the inmate is to be held.

5.3 Classification Categories – security ratings

Male and female inmates are classified using different classification systems. Inmates in correctional centres in NSW are classified into the following categories for the purposes of security rating.

5.3.1 Classification of Male Inmates

The male classification system is comprised of the following categories, which is in accordance with clause 12 of the [CAS Regulation](#) and in the opinion of the Commissioner or their delegate. The Regulation includes the Commissioner's powers to vary or revoke a classification under this clause.

SECURITY RATING	MALE	DEFINITION
MAXIMUM SECURITY		
	AA	Represents a threat to national security, and should at all times be confined in special facilities within a secure physical barrier that includes towers or electronic surveillance equipment.
	A1	Represents a special risk to good order and security and should at all times be confined in special facilities within a secure physical barrier that includes towers or electronic surveillance equipment.
	A2	Should at all times be confined by a secure physical barrier that includes highly secure perimeter structures or electronic surveillance equipment.
	E1	Escapee who represents a special risk to security and should at all times be confined in special facilities within a secure physical barrier that includes towers or electronic surveillance equipment, or other highly secure perimeter structures.
MEDIUM SECURITY		
	B	Should at all times be confined by a secure physical barrier.
	E2	Escapee who should at all times be confined by a secure physical barrier.
	L	Serving life imprisonment that should be confined at all times by a secure physical barrier.
MINIMUM SECURITY		
	C1	Should be confined by a physical barrier, unless supervised.
	C2	Need not be confined by a physical barrier at all times, with some supervision.
	C3	Need not be confined by a physical barrier at all times and who need not be supervised.

When classifying an unsentenced inmate, the letter 'U' is to be added to the determined classification level to indicate that the inmate is unsentenced.

The [Inmate Classification and Placement - CSNSW Placement Guide](#) details each correctional centre in NSW and the specifications for male inmate placement.

Male inmates who are classified as AA are prescribed to be serious offenders.

The provisions of clause 14 of the Regulation apply to males who have committed an escape offence. ([Refer to 5.4 Escape-risk Classifications](#)).

5.3.2 Classification of Female Inmates

Legislative amendments in 1995 resulted in a separate classification system (from male inmates) for female inmates in NSW. The system was designed with the specific profile of female inmates in mind, and was developed to give priority to female inmate program needs.

In addition to the factors for consideration as detailed in 7.3 Classifications Considerations, the following factors are also taken into account when determining the classification for female inmates:

- initial classification is to be at a minimum security level unless there is strong evidence that significant reason/s exist for a more restrictive security level;
- classification to be determined as part of a comprehensive and detailed case plan designed to address individual and identified needs as a female;
- where a female inmate is a mother, the interests of their child/children are the highest priority by seeking to ensure the continuity of their relationship (e.g. to facilitate visiting arrangements);
- advice from JH&FMHN is to be obtained and recorded on the Case Management File (CMF) when placement is being considered for a pregnant inmate;
- an inmate who has been sentenced for an offence against children, or who displays violent behaviour is to undergo a suitability assessment prior to placement at centres which have the Mothers and Children Program. The suitability assessment is to include a report from a psychologist on the inmate's suitability to be accommodated with children. A report from Department of Communities and Justice (formerly Family & Community Services) is also required if the offence has been against children; and
- transfer to a transitional Centre must have an approved Section 26(2) (1) Permit prior to transfer.

The female classification is comprised of the following categories, which is in accordance with Clause 13 of the [CAS Regulation](#). The Regulation includes the Commissioner's powers to vary or revoke a classification under this clause:

SECURITY RATING	FEMALE	DEFINITION
MAXIMUM SECURITY		
	Cat5	Represents a threat to national security, and should at all times be confined in special facilities within a secure physical barrier that includes towers or electronic surveillance equipment.
	Cat4	Should at all times be confined by a secure physical barrier that includes electronic surveillance equipment.
	E1	Escapee who represents a special risk to security and should at all times be confined in special facilities within a secure physical barrier, that includes towers or electronic surveillance equipment, or other highly secure perimeter structures.
MEDIUM SECURITY		
	E2	Escapee who should at all times be confined by a secure physical barrier.
	L	Serving life imprisonment that should be confined at all times by a secure physical barrier.
MINIMUM SECURITY		
	Cat3	Should be confined by a physical barrier unless supervised.
	Cat2	Need not be confined by a physical barrier at all times, with some supervision.
	Cat1	Need not be confined by a physical barrier at all times and who need not be supervised.

When classifying an unsentenced inmate, the letter 'U' is to be added to the determined classification level to indicate that the inmate is unsentenced.

The [Inmate Classification and Placement - CSNSW Placement Guide](#) details each correctional centre in NSW and the specifications for female inmate placement.

Female inmates who are classified in Category 5 are prescribed to be serious offenders.

The provisions of [clause 14](#) apply to females who have committed an escape offence. ([Refer to 5.4 Escape-risk Classifications](#)).

5.4 Escape-risk Classifications

In accordance with clause 14 of the [CAS Regulation](#), each inmate (male or female) who commits an escape is to be classified in one of the following categories:

1. Category E1
2. Category E2

The Regulation defines a person to have committed an escape offence if, in NSW or elsewhere, the person has engaged in behaviour that, whether or not the person is prosecuted constitutes:

- a. an offence of escaping from lawful custody, or
- b. an offence of attempting or conspiring to escape from lawful custody.

An inmate's classification (male or female) under clause 14 overrides the inmate's classification under clause 12 or 13.

The Commissioner may determine that an inmate not be classified under clause 14 if the inmate was under the age of 18 years when the escape offence was committed.

The Regulation includes the Commissioner's powers to vary or revoke a classification under this clause.

For further information in relation to classification and placement of Escapee Categories, see:

- [Inmate Classification and Placement - Escape-risk Classifications](#).

5.5 Life Imprisonment Classifications

In accordance with clause 14A of the [CAS Regulation](#), each inmate (male or female) who is serving life imprisonment must be classified with the Life (L) category. All inmates serving a life sentence are managed by the SORC. Life inmates will not progress in terms of their security rating; they will continue to be reviewed at least once in every 12 month period in accordance with the Regulation.

The Regulation defines Life Imprisonment to be:

1. an inmate (male or female) who has little or no prospect of release must be classified for the purposes of security in Category Life;
2. an inmate has little or no prospect of release if the inmate:
 - a. is serving a sentence of imprisonment for life for the term of the inmate's natural life, or
 - b. is serving an existing life sentence, and is the subject of a non-release recommendation, within the meaning of the [Crimes \(Sentencing Procedure\) Act 1999](#).

Clause 20 of the [CAS Regulation](#) includes; if the inmate's classification is Category Life, that such inmates should be confined at all times by a secure physical carrier unless extraordinary circumstances exist.

An inmate's classification (male or female) under clause 14A overrides the inmate's classification under clause 12, 13 or 14.

5.6 Classification of High Security (HS), Extreme High Security (EHS), Extreme High Risk Restricted (EHRR) and National Security Interest (NSI) Inmates

In accordance with clause 15 of the [CAS Regulation](#), each inmate (male or female) who has been designated HS, EHS, EHRR and NSI inmates are to be managed in accordance with that clause.

The Commissioner may designate an inmate as a HS inmate if of the opinion the inmate constitutes:

- a danger to other people, or
- a threat to good order and security.

The Commissioner may designate an inmate as an EHS inmate if of the opinion the inmate constitutes:

- an extreme danger to other people, or
- an extreme threat to good order and security.

The Commissioner may designate an inmate as an EHRR inmate if of the opinion that:

- the inmate constitutes an extreme danger to other people, or
- the inmate constitutes an extreme threat to good order and security, and
- there is a risk that the inmate may engage in, or incite other persons to engage in, activities that constitute a serious threat to the peace, order or good government of the State or any other place.

EHRR inmates are prescribed to be serious offenders, and as such are managed by the SORC.

The Commissioner may designate an inmate as a NSI inmate if of the opinion that:

- there is a risk that the inmate may engage in, or incite other persons to engage in, activities that constitute a threat to the peace, order or good government of the State or any other place.

For the purpose of making any decision with respect to an inmate's classification under clause 15, consideration must be given to any advice received from NSW Police or from any other public authority (whether of this or any other State or Territory or of the Commonwealth) established for law enforcement, security or anti-terrorist purposes.

The Regulation includes the Commissioner's powers to vary or revoke a classification under this clause.

Category AA and Category 5 inmates must be confined in special facilities within a secure physical barrier that includes towers or electronic surveillance equipment or a security police or cell complex, as determined by the Commissioner of Corrective Services NSW on the recommendations of the High Security Inmate Management Committee (HSIMC) and Extreme Threat Inmate Management Committee (ETIMC).

For further information relating to the classification and placement of Cat5 and AA classification inmates, see:

- [Inmate Classification and Placement - Category AA and Category 5 Inmates.](#)

5.7 Civil inmates

Clause 33 of the [CAS Regulation](#) includes civil inmates, and defines them as a separate class. Civil inmates are those persons in custody on orders of a court for a non-criminal offence. This includes contempt of court in civil proceedings and orders under Family Law Acts. A fine defaulter or an offender imprisoned on a warrant issued by the State Debt Recovery Office is not a civil inmate, but is a sentenced inmate.

Considerations for CPT's and the Manager or Deputy Manager Classification and Placement (M/DMCP) when carrying out classification and placement assessments for civil inmates include:

- civil inmates are a separate class;
- civil inmates are to be classified in accordance with the clause 12, 13 or 14;
- placement of civil inmates must take into account that they are a separate class of inmate and are in custody for non-criminal offences;
- all inmate classification and placement processes must be applied to civil inmates as other classes of inmates;
- a civil inmate may be referred to the Director, Inmate Classification and Placement for consideration of designation as a Public Interest Inmate should circumstance appear to warrant such consideration.

5.8 Federal inmates

A Federal inmate is an inmate convicted of an offence against the Commonwealth of Australia, regardless of the location of the court. The Federal Attorney General has responsibility for the release to parole of inmates convicted of Federal offences.

Federal inmates whilst unsentenced or serving sentences within a correctional centre in NSW are managed within legislative requirements specified in the relevant Acts and Regulations for NSW.

There is no differentiation between state and federal inmates in relation to the CSNSW 'duty of care'. A federal inmate is subject to the same policies, procedures and processes in relation to classification and placement as NSW state inmates.

6 Classification assessment

6.1 Assessments types

The following classification assessment types are utilised throughout correctional centres in NSW:

- Initial Classification and Placement Assessment
- Review of Classification and Placement Assessment
- Change of Placement (COP) Assessment

6.1.1 *Next of Kin*

At each classification and placement assessment, the inmate's next of kin details (NOK) on the OIMS must be verified. If it is identified that NOK details need to be changed, this must be completed in accordance with [COPP 1.1 Reception Procedures](#) and the appropriate form must be forwarded to the local centre Sentence Administration Unit for action.

6.1.2 *Change in care in placement status*

Note when a change in placement is utilised to enable an inmate to 'sign off' or vary a Care in Placement (CIP) regime (i.e. SMAP, or PRNA management), this must only be completed in collaboration with centre management and in accordance with the [COPP 3 - Management of Specific Inmates](#). Each case must be assessed on an individual basis, discretion lies with the ratifying staff in these cases.

For further information see:

- [Inmate Classification and Placement - Initial Classification and Placement.](#)
- [Inmate Classification and Placement - Reviews.](#)
- [Inmate Classification and Placement - Change of Placements \(COP's\).](#)

6.2 Initial Classification and Placement

The Initial Classification and Placement Assessment is conducted when an inmate (sentenced and unsentenced) is received into custody in correctional centres in NSW. It builds on, and is a continuation of the reception, screening and induction process. The Initial Classification and Placement process involves the assessment and designation of a security rating, and a custodial location in which inmates are to be managed.

To ensure compliance with the [Management of Public Correctional Centre Service Specifications](#), the Initial Classification and Placement recommendation for each inmate received into the Correctional Centre should be completed and entered in the CSNSW Offender Integrated Management System (OIMS) within 7 days of reception and be available to the State for approval in accordance with the Regulation and policy.

For further information relating to the initial classification and placement see:

- [Inmate Classification and Placement - Initial Classification and Placement.](#)

6.3 Classification and Placement Review

Clause 11 of the [CAS Regulation](#) requires every inmate's classification and placement to be reviewed at least once in every 12 month period. There are two categories of classification and placement reviews:

6.3.1 Scheduled Reviews

Scheduled reviews are conducted for unsentenced and sentenced inmates and are conducted within the planned timeframe i.e. 12 months from previous assessment. Note periods other than 12 months may be scheduled at the discretion of the MCP or DMCP.

6.3.2 Unscheduled Reviews

Unscheduled reviews are any review that is conducted outside of the planned review date. They can be conducted for unsentenced and sentenced inmates.

For further information relating to reviews of classification and placement, see:

- [Inmate Classification and Placement - Reviews.](#)

6.4 Change of Placements (COPs)

COP assessments are an option to vary the placement only of an inmate. They do not consider security rating and are only conducted for sentenced inmates.

COPs are conducted for a number of reasons throughout correctional centres in NSW.

For further information relating to COPs, see:

- [Inmate Classification and Placement - Change of Placements \(COP's\).](#)

6.5 Paper based review - exceptional circumstances only

Paper based classification reviews are available in all centres and must be used in case of emergency.

A paper based version of classification and placement assessment would be used only when usual electronic processes cannot occur; for example, in times of OIMS being unavailable or restricted access to an inmate due to security or lockdown measures. This offers some flexibility to normal practices in that the CPT may be held outside a cell or in an area without computer access if necessary for a particular reason.

In the event of a situation arising where there is a need to revert to using a paper based classification and placement assessment, the following guidelines must be followed:

- the CPT composition must meet required standards. If any variation to the standard requirements has been approved, this is to be noted on the paperwork;
- all members of the CPT must be present when the CPT is held;
- the inmate should be present wherever possible unless a specific security concern exists regarding the inmate being involved in the CPT. Again, this is to be documented;
- all CPT members must sign the paper version;

- the inmate must sign the paper version (or the CPT is to note the reason why this has not occurred);
- a copy of the paper based review must be placed in the inmate's case file; and
- data entry on OIMS should be completed by the CPT at the earliest opportunity and within 7 days, in accordance with the [Management of Public Correctional Centres Service Specifications](#), noting that the data entry is being done administratively following a paper based assessment and the reasons for the same. This should refer to the fact that the inmate was/was not present for the CPT, whether the paperwork was signed and that a copy is available in the case file.

7 Roles and Responsibilities – Inmate Classification and Placement

The following is an overview of the roles and responsibilities of staff involved in the inmate classification and placement process within NSW correctional centres.

7.1 Classification and Placement Officer (CAPO)

The CAPO is responsible for the coordination and facilitation of inmate classification and placement processes, policy and procedures within a correctional centre/s to achieve the appropriate, efficient and effective placement of inmates within NSW correctional centres.

The CAPO duties include:

- ensuring all relevant documentation is available, including case files and warrant files;
- preparing and compile the required OIMS printouts which assists the CPT through the classification and placement assessment. The CAPO then enters the Section 1 – Pre-classification Information of the classification and placement assessment in OIMS. It is imperative that only section 1 is completed prior to CPT forming with the inmate; Sections 2 through 5 must be completed with the inmate present;
- forwarding all recommendations of the CPT, together with supporting documentation, to the MCP or DMCP for his/her consideration;
- attending to any matters requiring follow-up action e.g. referrals to services, specific requirement to interview the inmate on particular issue/s, staff reports. The CAPO is to ensure that any such requirement/s are brought to the attention of the relevant stakeholder;
- being an active member of the CPT with equal voting rights as the FM CM/Senior Correctional Officer (SCO) FM.
- prepare schedule of assessments for the MCP or DMCP as per legislative and policy and procedural guidelines;
- ensuring classification review assessments are completed and signed with MOS and Governor comments when applicable;
- forwarding recommendations of the CPT with MCP or DMCP input to the SORC or Sub-committee;
- ensuring ratified assessments are placed on the inmate's case file (CMF) and document storage as per local arrangements;
- arranging Section 23 transfer requests, i.e. have the Manager of Security approve and authorise transfer and then verify and sign the request before forwarding to Inmate Transfers Unit for scheduling;
- recording any inmate's refusal to sign the acknowledgement of the ratified assessment;

- compile weekly [Classification and Placement Team \(CPT\) Weekly Synopsis](#) report and submitting to the Assistant Director Inmate Classification and Placement (ADCP).

Following sentence, the CAPO should request a copy of the JSRs from Sentence Administration Corporate who should automatically receive them for sentences of 3 years and greater. If, in special circumstances, JSRs are required for a sentence less than 3 years, application must be made to the Sentence Administration Corporate. A 1–3 month time span should be expected and it should be noted that Local Courts do not provide transcripts.

The CAPO is responsible to the Governor via the reporting line to the correctional centre's Business Manager. The CAPO's direct line supervisor is the SCAPO, where both roles exist. In correctional centres where there is no SCAPO, the CAPO reports directly to the Business Manager. A professional reporting arrangement also exists to the DMCP or MCP responsible for the correctional centre.

The CAPO is required to comply with the procedures within the *Classification and Placement Officer Handbook*. **Note:** this document is currently under development.

7.2 Senior Classification and Placement Officer (SCAPO)

The Senior Classification and Placement Officer (SCAPO) supervises a team in the coordination and facilitation of inmate classification and placement processes, policy and procedures within a correctional centre/s to achieve the appropriate, efficient and effective placement of inmates within NSW correctional centres.

The SCAPO also has delegation to ratify Initial Classification and Placement assessments.

All other roles and responsibilities of the SCAPO are those of the CAPO see:

- [Classification and Placement Officer \(CAPO\)](#).

The SCAPO is required to comply with the procedures within the *Classification and Placement Officer Handbook*. **Note:** this document is currently under development.

7.3 Classification and Placement Team (CPT)

The Governor of each correctional centre in NSW is responsible for ensuring the operations of the Classification and Placement Team (CPT). The CPT is a multi-disciplinary team comprising a quorum of two:

1. Chaired by the Functional Manager (FM) Case Management (CM). A Senior Correctional Officer acting as FM CM or Principal Correctional Officer in correctional centres operating under the Island Award adopts the responsibilities of the FM CM in regard to classification and placement duties.
2. The S/CAPO who has equal voting rights as the FM CM.

All voting members of the CPT must have completed the Classification and Placement Training for Functional Managers. In the event any non-trained personnel are allocated to CPT duties, the ADCP must be notified.

A Classification Placement Team must have the information necessary for making informed recommendations including risk/need assessment results, relevant OIMS printouts, warrant file, CMF, relevant alerts, placement options, programs suitability and vacancies.

The FM CM must ensure the correct quorum is present and procedures are followed. It is the responsibility of the FM CM to ensure that all recommendations are based on the best available information, that members of the CPT are given the opportunity to provide advice in their area of expertise and the inmate is given the opportunity for input. Recommendations are made after fair and open discussion. Provisions for language assistance may be required for the inmate.

Any other staff member, from any discipline actively involved with the management of any inmate, may attend the CPT, although only those authorised by the Commissioner as described above are entitled to vote on recommendations (i.e. FM CM, S/CAPO).

Staff members who may be required to form a Classification Consultative Group (CCG) (i.e. M/DMCP/MOS/FM Security) must not participate in the CPT, and must not be present during CPT deliberations to ensure process integrity.

Any member of the CPT who does not agree with the majority decision is encouraged to present a minority report and alternate recommendation to the M/DMCP.

7.4 Functional Manager (FM) - Case Management (CM)

FM CMs are responsible to the Governor (or MOS in correctional centres where there is no Governor) for all Classification and Placement duties in accordance with legislative and policy requirements.

The FM CM also has oversight of the CMUs within their correctional centre. This includes the inmate's case management plans. This therefore provides the link between case management and classification and placement in ensuring classification and placement recommendations meet the inmate's case plan goals and steps.

The FM CM is responsible for:

- ensuring that all inmate classification and placement processes meet the standards as set out in the [Management of Public Correctional Centres Service Specifications](#);
- convening and chairing the CPT, and holding equal voting rights as the CAPO and/or SCAPO;
- ensuring completion of the relevant OIMS Assessment Questionnaire sections;
- ensuring the data entry on the OIMS Assessment Questionnaire detailing the CPT's recommendations for security rating and placement, with justifying comments;
- ensuring that the inmate is advised of the decision made by the MCP or DMCP, and giving the inmate the opportunity to sign and date the approved classification and placement outcome; and
- ensuring that the recommendations regarding classification and placement support the inmate's case plan goals and case work steps, where applicable.

In correctional centres that operate without a FM CM, the Governor or MOS will identify a SCO FM.

The Principal Correctional Officer adopts the FM CM roles and responsibilities in those correctional centres that operate under the Island Award and those centres with a deed arrangement.

A SCO acting in a higher capacity as the FM CM adopts the roles and responsibilities of the FM CM as detailed in this point.

7.5 Senior Correctional Officer (SCO)

In correctional centres where there is no FM CM, the Governor delegates the roles and responsibilities of the FM CM as described above to a Senior Correctional Officer (SCO) FM.

7.6 Manager of Security (MOS)

The MOS in correctional centres which operate without a Governor adopts the roles and responsibilities of the Governor in regard to all inmate classification and placement as described in the previous point.

In correctional centres that operate with a MOS and Governor, the MOS has an active role and is required to review and enter comments on the OIMS for the following classification and placement assessments:

- all scheduled reviews;
- all unscheduled reviews; and
- all COPs.

In the event a Classification Consultative Group (CCG) is required, the MCP or DMCP will convene it with the MOS.

7.7 Functional Manager (FM) – Security

The Functional Manager (FM) - Security in correctional centres which operate without a MOS adopts the roles and responsibilities of the MOS (as above) in regard to all inmate classification and placement as described in the previous point.

7.8 Deputy Manager Classification and Placement (DMCP)

DMCP is responsible for managing portfolios as required by the Inmate Classification and Placement Branch.

The DMCP has delegated powers to exercise the functions of the Commissioner pursuant to clauses 12, 13, 14, 20 and 24 of the [CAS Regulation](#).

The DMCP, approves, varies or declines the recommendations of the CPT in regard to the classification and placement of an inmate in accordance with the legislative requirements.

The DMCP must review the classification and placement of every inmate at least once within each 12 month period. The DMCP makes recommendations to the SORC, which must review each Serious Offender within the same time frame.

The DMCP may convene and chair a CCG for advice prior to making the ratification, or finalising recommendations in the case of SORC managed inmates. The CCG is further explained under Roles and Responsibilities of the CCG.

The DMCP is to record and enter the decisions on the OIMS and to inform the CAPO and/or SCAPO of all ratified classification and placement assessments.

The DMCP responsibilities include attendance at Corrective Services Industries Strategic Reviews at each correctional centre under their management.

The DMCP must allow an inmate the right of review (appeal) against decision/s.

For further information and procedures relating to the reviews (appeal) of classification and placement decisions see [Inmate Classification and Placement - Inmate Request for Review \(Appeal\)](#).

7.9 Manager Classification and Placement (MCP)

The Manager Classification and Placement (MCP) is responsible for a region or designated group of correctional centres in NSW.

All other roles and responsibilities of the MCP are those of the DMCP see:

- [Deputy Manager Classification and Placement](#).

7.10 Classification Consultative Group (CCG)

The MCP and DMCP will convene a CCG meeting when:

- further advice and/or discussion of matters relevant to an inmate's classification and/or placement is required prior to a determination being made; and/or
- the recommendation of the (MOS) or Functional Manager (FM) - Security/Principal Correctional Officer – Security is not supported.

The CCG is comprised of:

- the MCP or DMCP as the chair; and
- the MOS or FM - Security/Principal Correctional Officer – Security for those centres without a (MOS). This member shall not delegate membership to a lower ranking officer whilst on duty. However, the membership may be delegated to a lower ranking officer when not on duty or in exceptional circumstances.

CCG members must not have attended or have been signatories to the Classification Placement Team's (CPT) recommendations.

If, after having convened the CCG, the MCP or DMCP do not support the recommendation of the MOS or FM – Security, a dissenting report is to be referred to the D/ADCP for their determination.

All inmates managed by the SORC and its subcommittees require a CCG to be conducted if the MCP or DMCP do not support the recommendation by the CPT or MOS. The outcome of the CCG must be included in the MCP or DMCP recommendation's comments.

Staff members who may be required to form a CCG (i.e. MCP DMCP, FM Security or MOS) must not participate in the CPT, and must not be present during CPT deliberations to ensure process integrity.

7.11 Governor

The Governor of each correctional centre is responsible for:

- the overall operation of the inmate classification and placement processes for their location/s;
- the Classification and Placement Team (CPT) and its members;
- ensuring all inmate classification and placement processes:
 - align with the Key Performance Indicators;
 - within the [Management of Public Correctional Centres Service Specifications](#),
 - contribute to the reduction of reoffending,
 - and are performed within legislative and policy guidelines.

Governors hold discretionary input in all classification and placement assessments. Mandatory input is required of the Governor to review and enter comments on the OIMS for the following classification and placement assessments:

- progression for males to C3, and for females to Cat3;
- reviews where the CPT has recommended a regression in security rating;
- reviews where the CPT has recommended transfer from the centre for behavioural reason/s;
- reviews for SORC managed inmates;
- reviews for HSMC managed inmates;
- reviews when a Public Interest Inmate is being referred to the PRLC; and
- reviews when an escapee is being referred to the Escape Review Committee (ERC) for consideration

For correctional centres that operate with a MOS only, the MOS adopts the roles and responsibilities of the Governor in regard to all inmate classification and placement matters.

8 Operating/Management Agreements and Deeds

CSNSW is in the process of engaging different companies to operate some correctional centres – reference to each company’s specific position that undertakes the roles with the Inmate Classification and Placement processes are not specified in this policy, or procedures. In these instances it is the responsibility of each operated/managed centre to identify positions on their staffing profile equivalent to the CSNSW designated roles.

Those NSW Correctional Centres that are subject to Operating/Management Agreements or Deeds (i.e. a ‘Contract’) and are operated or managed by a private service provider will be required to meet the [Management of Public Correctional Centres Service Specifications](#) as detailed in the respective contracts. The respective contracts will specify in the Outcome Specifications and service requirements which CSNSW policies must be adhered to and describe the requirements for interface with CSNSW including corporate data bases such as OIMS.

9 Other Internal Stakeholders

9.1 Offender Management and Programs

Offender Management and Programs (OMP) Branch has overarching responsibility for the areas of Inmate Classification and Placement, Offender Services & Programs (OS&P), Corrective Services Industries (CSI), and the Restorative Justice Unit. The OMP is responsible for overseeing the appropriate classification and placement of people received into custody, as well as the provision of services, case management and programs to offenders to enhance wellbeing, reduce the likelihood of future reoffending, and make positive contributions to the community post-sentence.

The OMP is responsible for Corrective Services Industries, which provides basic adult education, vocational and work related training opportunities for inmates. The OMP also provides information to registered victims and opportunities to redress harm to victims of crime.

9.2 Corrective Services Industries and Education

Corrective Services Industries (CSI) provides work readiness assessments as well as general and specific employment to inmates. Its strategic alignment with Education offers a strengthened approach to vocational education and literacy skills.

In a collaborative approach, CSI and Education are encouraged to contribute to all inmates' classification and placement processes.

9.3 Case Management Unit (CMU)

The Case Management Unit (CMU) is responsible for a collaborative process between staff and inmates where assessment and planning occurs in order to provide appropriate individual interventions. The CMUs match, motivate and prioritise inmates for interventions which efficiently maximise opportunities to reduce reoffending. Inmates participate in assessments which inform individualised case plans for the delivery of appropriate interventions.

9.4 Inmate Transfers Unit

A unit of the Custodial Corrections Branch, the Inmate Transfers Unit (ITU) is responsible for the administration of inmate transfers between correctional centres and 24 hour court cell complexes to courthouses, medical facilities and other approved locations within accordance with Regulation and policy.

The ITU issues movement orders for scheduled and unscheduled transfers of inmates throughout the correctional centres in NSW.

The ITU has a fundamental role in ensuring the transfer of inmates to their Gaol of Classification (GOC) following the completion of classification and placement processes.

9.5 Court Escort Security Unit

A unit of the Security and Intelligence Branch, the Court Escort Security Unit (CESU) transports inmates between correctional centres and 24 hour court cell complexes to courthouses, medical facilities and other approved locations.

The CESU manages scheduled and unscheduled transfers of inmates to correctional centres in NSW as well as interstate and international escorts. The group ensures that offenders are transported safely and securely in accordance with approved standards.

The CESU plays an integral role in ensuring the transfer of inmates to their GOC following the completion of classification and placement processes.

9.6 Community Corrections

Community Corrections manage offenders in the community whilst under supervision; as well as providing sentencing and pre-release advice to sentencing and releasing authorities. Within correctional centres, Community Corrections Officers work with inmates being released to parole.

Community Corrections can provide advice to the CPT and/or SORC in relation to the classification and placement of an inmate where appropriate.

In many cases Community Corrections may be the first point of contact an inmate has with CSNSW. Some inmates will enter custody with either/both a community case plan or a sentencing assessment reports (SAR) completed prior to the current sentence. These already outline an inmate's risk and needs as well as potential interventions required. The information contained within the SAR, or previous case plan can provide information on the individual's behaviour and conduct whilst being managed in the community.

9.7 Sentence Administration

Inmates can only be received into the custody of Corrective Services NSW if an appropriate order has been issued by an authorised agency.

The order most commonly issued is a warrant, which commits the offender to custody. Corrective Services NSW is responsible for enforcing the intent of the order or warrant.

The Sentence Administration Branch is responsible for interpreting such orders and warrants and recording their details accordingly to ensure Corrective Services NSW fulfils its obligations. Any requests or queries should be referred to the local Sentence Administration section.

Apprehended Violence Orders (AVOs) are entered and maintained by the Sentence Administration Branch.

Any requests or queries that affect the inmate classification and placement processes should be referred to the local Sentence Administration Unit or Sentence Administration Corporate.

9.8 Inmates with Specific Needs

Additional provision of services and support is available for inmates with a range of specific needs, The CSNSW OS&P [Inmates with Specific Needs](#) Intranet page confirms that 'specific needs' include, but are not limited to disability, gender, culture and language.

9.8.1 *Aboriginal*

Inmate classification and placement staff employ an approach to the engagement and treatment of Aboriginal inmates that is culturally informed. Aboriginal-identified Officers, employed by Inmate Classification and Placement and other areas of CSNSW, have an important role to play in the classification and placement processes of Aboriginal inmates.

9.8.2 *Aged and frail inmates*

NSW correctional centres house aged and frail inmates in accordance with the [COPP 3.10 Aged and frail inmates](#). In a collaborative approach, the State-wide Disability Services Unit (SDS) and Justice Health and Forensic Mental Health Network (JH&FMHN) are consulted during the classification and placement processes of these inmates, in accordance with the [Policy for Placement and Management of Aged and Frail Inmates](#) (joint policy between CSNSW and JH&FMHN).

9.8.3 *Disability*

NSW correctional centres house inmates with disabilities in accordance with [COPP 6.9 Inmates with disabilities](#). 'Disability' can include sensory/physical and/or intellectual disability, The State-wide Disability Services (SDS) is part of the Specific Needs portfolio and is CSNSW's primary method of addressing the additional support needs of inmates with disabilities housed in NSW correctional centres.

SDS are consulted during the classification and placement processes of inmates with disabilities, in accordance with the [Statewide Disability Services](#) guidelines.

9.8.4 *Gender specific – female inmates*

A separate classification system exists for the management of female inmates. The system was designed with the specific profile of female inmates in mind, and was developed to give priority to female inmate program needs.

9.8.5 *Transgender and intersex inmates*

A person received into NSW custody must be managed as the gender with which they identify at the time of their incarceration, in accordance with the [COPP 3.8 Transgender and intersex inmates](#) and in accordance with the [Anti-Discrimination \(ADA\) Act 1977](#).

Recognised transgender, transgender and intersex inmates as defined in Section 38A of the [ADA Act](#) who are incarcerated in NSW correctional centres, are to be managed according to their identified gender in all stages of incarceration in order to provide best practice, non-discriminatory, safe and secure management. Following an assessment process, the decision is made to manage transgender, recognised transgender and intersex inmates in either the male or female designated correctional centre/s.

For all classification and placement relating to transgender and intersex inmates see:

- [Inmate Classification and Placement - Classification and Placement of Transgender and Intersex Inmates.](#)

9.8.6 Language assistance

All staff involved in the inmate classification and placement of inmates in NSW correctional centres are to ensure the timely access to language assistance for all inmates for whom English language skills present a barrier to equitable access to classification and placement processes, in accordance with the [Custodial Operations Policy and Procedures - 11.1 Language Services](#).

9.9 Young Adult Offenders (YAO)

Following a stakeholder consultation process in 2020 an amendment was approved by the Deputy Commissioner CSNSW to formalise a consistent definition for all Young Adult Offenders (YAOs) in CSNSW custody. YAOs are defined as any inmate (male and female) housed in a Centre in NSW under the age of 26, with a completion date equalling their 26th birthday.

Inmate Classification & Placement Director's Memorandum 2020/05 [REDACTED] provides further information.

10 External Stakeholders

10.1 Serious Offenders Review Council (SORC)

The SORC is a statutory body responsible for advising the Commissioner on both the management of serious offenders, and on specific management matters relating to any group of inmates referred to the SORC by the Commissioner.

The SORC has legislative oversight of offenders with:

- an offender who is serving a sentence for life, or
- an offender who is serving a sentence for which a non-parole period has been set in accordance with Schedule 1 to the [CAS Act](#), or
- an offender who is serving a sentence (or one of a series of sentences of imprisonment) where the term of the sentence (or the combined terms of all of the sentences in the series) is such that the offender will not become eligible for release from custody, including release on parole, until he or she has spent at least 12 years in custody, or
- an offender who is for the time being required to be managed as a serious offender in accordance with a decision of the sentencing court, the Parole Authority or the Commissioner, or
- an offender who has been convicted of murder and who is subject to a sentence in respect of the conviction, or
- a Commonwealth post sentence (i.e. extended supervision orders) terrorism inmate, or
- a NSW post sentence inmate, or
- an offender who belongs to a class of persons prescribed by the regulations to be serious offenders for the purposes of this definition.

The Commissioner reserves the decision-making powers which relate to the case plan, classification and placement of inmates in the following categories:

- Serious Offenders;
- Public Interest Inmates (when seeking progression to C3/Cat1);
- Escapees (when seeking progression to a minimum security classification);
- High Security, Extreme High Security and Extreme high Risk Restricted Inmates;
- an inmate charged with or convicted of terrorist related offence/s.

In making certain decisions on such inmates, the Commissioner first seeks advice from the Serious Offenders Review Council, or a sub-committee of the Council.

10.1.1 SORC Sub-committees

The SORC Sub-committees consist of:

- High Security Inmate Management Committee (HSIMC)
- Pre Release Leave Committee (PRLC)
- Escape Review Committee (ERC)

The main functions of the Subcommittees are to make recommendations to the Commissioner on the management of serious offenders or those designated Extreme High Risk Restricted (EHRR), Extreme High Security (EHS), High Security (HS), or National Security Interest (NSI). It also makes recommendations to the Commissioner on the reduction in classification when public interest inmates apply for unescorted external leave programs (ELP) and makes recommendations on classification when escapees apply to have their 'E' classification revoked.

For further information see:

- [Inmate Classification and Placement - SORC and Subcommittee Managed Inmates](#)

10.2 Justice Health and Forensic Mental Health Network (JH&FMHN)

The JH&FMHN delivers health care to adults and young people in contact with the forensic mental health and criminal justice systems across community, inpatient and custodial settings.

In a collaborative approach, the JH&FMHN are consulted on all health matters affecting placement of inmates, including remote placement clearances.

10.3 Mental Health Review Tribunal (MHRT)

The Mental Health Review Tribunal (MHRT) has legislative oversight of the category of inmate known as Forensic Patients. The MHRT reviews the cases of all forensic patients:

- who have been found not guilty by reason of mental illness;
- who have been found unfit to be tried; or
- who have been transferred from a correctional centre because of mental illness.

The MHRT is responsible for the six monthly reviews of forensic patients in custody in NSW correctional centres, and makes recommendations to the Minister for Health.

10.4 Drug Court Participants

The Drug Court is a special court with the responsibility for handling offences committed by people who are dependent on prohibited drugs. The Drug Court helps a drug dependent inmate to deal with their drug dependency by combining medical treatment and services with comprehensive supervision. The Drug Court aims to:

- reduce crime associated with illicit drug use;
- reduce criminal activity;
- have a participant cease illicit drug use whilst on the Drug Court Program;
- improve a participant's health and social functioning.

During the period of the Drug Court program, should the participant breach the conditions of the Drug Court Program which a sanction is imposed for a period of imprisonment for up to 14 days. There is no limit to the number of sanctions the Judge may impose during the participants program. For the period of the sanction the participant is to be considered a sentenced inmate and be accommodated in the identified areas for Drug Court participants. These inmates are to be classified using usual processes (resulting in minimum to maximum security ratings as per their risk factors) in accordance with this policy and the [Inmate Classification and Placement - Initial Classification and Placement](#).

All Drug Court participants are to be considered new receptions and are to be screened in accordance with [Reception, Screening, Induction and Orientation \(RSIO\)](#).

11 Release of information

CSNSW has legislative obligations to ensure information and records generated and collected by staff as part of their official duties are stored, shared, used, disclosed, released and protected appropriately. A legal or statutory basis must exist before CSNSW can release information and records.

Any requests made in regard to release of information are to be managed in accordance with the procedures as detailed within the:

- [Custodial Operations Policy and Procedures \(COPP\) - 22. Release of information.](#)

12 Delegation

Section 232 of the [CAS Act](#) details the Commissioner's power to delegate to any person any of the Commissioner's functions.

The Commissioner has delegated the authority to classify and move inmates to those who occupy, or act within the following roles:

- Director, Inmate Classification and Placement (DCP);
- Assistant Director/General Manager (Assistant Director) Inmate Classification and Placement (ADCP);
- Manager, Inmate Transfers Unit (MITU);
- Manager/s, Classification and Placement (MCP);
- Deputy Manager/s, Classification and Placement (DMCP); and
- Senior Classification and Placement Officer/s (SCAPO) (initial assessments only).

Note: staff occupying any of the above roles (with the exception of the MITU) must be appropriately trained and authorised by the DCP prior to obtaining the Commissioner's delegated authority.

The Regulation restricts the power of delegation to the Commissioner only; the delegation cannot be delegated. Further information on the legal aspects of the delegation can be seen at section 49 of the [Interpretation Act 1987 No 15](#).

The Commissioner reserves the decision-making powers which relate to the case plan, classification and placement of inmates in the following categories:

- Serious Offenders;
- Public Interest Inmates (when seeking progression to C3/Cat1);
- Escapees (when seeking progression to a minimum security classification);
- High Security, Extreme High Security and Extreme high Risk Restricted Inmates;
- an inmate charged with or sentenced for terrorist-related offence/s.

In making certain decisions on such inmates, the Commissioner first seeks advice from the SORC, or a sub-committee of the Council.

13 Memorandum of Understanding (MOU)

In support of recommendations 130 and 166 of the Royal Commission into Aboriginal Deaths in Custody, a Memorandum of Understanding (MOU) was reached between the Australian Federal Police (AFP), Australian Capital Territory Corrective Services (ACTCS), Australian Capital Territory Youth Justice Services (ACTYJS) and CSNSW.

ACTYJS amalgamated with ACTCS. However, for the ease of understanding the processes involved in the exchange of information between adult and juvenile facilities, ACTYJS and ACTCS will be treated in this MOU as separate organisations.

The MOU has been in place since agreed by Commissioner Kelleher (NSW) in 1999, having been signed by relevant ACT signatories. A further MOU was signed off in 2008 regarding the transfer of inmates to ACT and the exchange of information. The MOU provides for the:

- transfer, between the signatories, of information concerning the physical or mental condition of a person which may create or increase the risk of death or injury to that person or any other person; and
- establishment of procedures for the transfer of such information together with the necessary safeguards to protect the rights of privacy and confidentiality of the individual prisoners to the extent that is compatible with their continuing safe care.

The Policy and Procedures surrounding the transfer between the MOU signatories can be located within the [Sentence Administration Manual](#).

14 Glossary of terms

ACRONYM	TERMS	DEFINITION
	2017 Case Management Reform	A CSNSW initiative to introduce an improved structure and method of managing inmates. Case Management Units are the centrepiece of the reform. They case manage inmates serving sentences greater than three months to provide assessment, planning, monitoring and motivate them to participate and remain engaged in interventions. The aim of the reform is to improve continuity of inmate access to the services and programs which reduce reoffending.
CMU	Case Management Unit	Dedicated units located in CSNSW correctional centres consisting of Case Management Officers (Custody) and Senior Case Management Officers (Custodial), who are responsible for the assessment, case planning, ongoing casework and support for inmates to assist reduce reoffending.
	Case Plan	A clear plan of action for the management of an inmate, with the aim of reducing the risk of reoffending and its consequences. Case Plans identify factors contributing to reoffending, goals and strategies to reduce reoffending. Case Management Unit staff work with the inmate to develop or update these plans. The Case Plan is not closed after an episode of the inmate's contact with CSNSW and continues to be updated on any future instances of contact.
COP	Change of Placement	An inmate classification and placement assessment that amends the placement of a classification only.
CAPO / SCAPO	Classification & Placement Officer/Senior Classification & Placement Officer	A staff member responsible for the Classification and Placement processes in correctional centres. The CAPO and SCAPO will also sit in on Classification & Placement assessments alongside the SAS Functional Manager (Case Management). The SCAPO is also responsible for a team of CAPO/s in large correctional centres.
CPT	Classification and Placement Team	A multi-disciplinary team comprising of the Functional Manager – Case Management and Senior/Classification and Placement Officer. The CPT has replaced the roles and responsibilities of the Case Management Team (CMT) from the previous model.
CC	Correctional Centre	In accordance with Section 225 of the <u>CAS Act</u> a designated centre, housing inmates in custody.
CCG	Classification Consultative Group	The MCP and DMCP will convene a Classification Consultative Group (CCG) meeting when: <ul style="list-style-type: none"> • further advice and/or discussion of matters relevant to an inmate's classification and/or placement prior to a determination being made are sought; • the recommendation of the Manager of Security (MOS) or Functional Manager (FM) - Security/Principal Correctional Officer – Security is not supported.
CSNSW	Corrective Services NSW	A Department of Justice, Corrective Services New South Wales (CSNSW) contributes to key New South Wales (NSW) Government priorities.

ACRONYM	TERMS	DEFINITION
CSI	Corrective Services Industries	CSI provides basic adult education, vocational and work related training opportunities for inmates.
	Criminogenic Need	Criminogenic needs are both static and dynamic factors which underpin offending behaviour, and which may contribute to increasing the likelihood of further offences. Static needs: historical factors that will not change. Dynamic needs: factors that may be changed through intervention, and will generally be the focus of case plan strategies.
COPP	Custodial Operations Policy and Procedures	Custodial Operations developed Policy and Procedures to aid custodial staff in the effective management of correctional centres and offenders in custody
DJ	Department of Justice	The Department of Justice delivers legal, court and supervision services to the people of NSW by managing courts and justice services, implementing programs to reduce crime and re-offending, managing custodial and community-based correctional services, protecting rights and community standards and advising on law reform and legal matters.
ETIMC	Extreme Threat Inmate Management Committee	The ETIMC is responsible for the oversight of the identification, assessment, validation, intervention and management (including reintegration) of all inmates identified as ETIs.
FM	Functional Manager	A Senior Assistant Superintendent responsible for a specific portfolio in NSW correctional centres.
FM CM	Functional Manager - Case Management	A Senior Assistant Superintendent responsible for: <ul style="list-style-type: none"> Chairing the CPT including the recommendations on an inmate's Classification and Placement. Operation of the Case Management Unit within the correctional centre Note: A Senior Correctional Officer acting as FM CM or Principal Correctional Officer in correctional centres operating under the Island Award adopts the responsibilities of the FM CM, in regard to classification and placement duties.
FM - Security	Functional Manager (FM) – Security	A Senior Assistant Superintendent who is responsible for: <ul style="list-style-type: none"> The Security portfolio Playing an active role in the CPT with all reviews Adopting the roles and responsibilities of the MOS In centres where there is no MOS Being a member of the CCG
HSIMC	High Security Inmate Management Committee	The HSIMC is a sub-committee of the SORC, who in accordance with clause 16 of the CAS Regulation has responsibility for providing advice to the Commissioner regarding the management of all inmate designated as EHRR, EHS, HS or NSI.
	Governor	The Governor of each correctional centre is responsible for the overall operation of the correctional centre.
Initial	Initial Classification	The Initial Classification and Placement Assessment is conducted when an inmate (sentenced and unsentenced) is received into custody in

ACRONYM	TERMS	DEFINITION
	and Placement Assessment	correctional centres in NSW. And/or is first sentenced whilst being managed in a correctional centre in NSW.
ICP	Inmate Classification and Placement	The process whereby inmates are designated a security rating that determines the custodial location in which they are to be managed. The classification is comprised of two parts: Security rating, and Placement.
GOC	Gaol of Classification	The correctional centre which is assigned to a sentenced and classified inmate.
ITU	Inmate Transfers Unit	A unit of the Custodial Corrections Branch, the Inmate Transfers Unit (ITU) is responsible for the administration of inmate transfers between correctional centres and 24 hour court cell complexes to courthouses, medical facilities and other approved locations.
JH&FMHN	Justice Health & Forensic Mental Health Network	A service that delivers health care to adults and young people in contact with the forensic mental health and criminal justice systems, across community, inpatient and custodial settings.
KPIs	Key Performance Indicators	Markers to measure the performance standards of correctional centres against the service specifications for public (or private) prisons.
LSI-R	Level of Service Inventory – Revised	The Level of Service Inventory - Revised (LSI-R) is a 54-item actuarial assessment used to measure the likelihood of general reoffending and underlying criminogenic needs which contribute to reoffending. Provides a risk of reoffending raw score, a group risk level (from low to high risk), profile of needs and their severity and protective factors. The LSI-R is the standard tool used by CSNSW to measure risk and needs for all offenders and is based on the Risk/Needs/Responsivity principles. Research conducted by CSNSW in 2011 also revealed the LSI-R was twice as predictive as other assessments for Domestic Violence. The LSI-R has also been shown to be highly predictive of violent reoffending.
MCP/DMCP	Manager Classification and Placement/Deputy Manager Classification and Placement	Members of the Inmate Classification and Placement Branch Staff with delegated powers to exercise the functions of the Commissioner pursuant to clauses 12, 13, 14, 20 and 24 of the CAS Regulation .
MOS	Manager of Security	In correctional centres which operate without a Governor adopts the roles and responsibilities of the Governor in regard to all inmate classification and placement. In correctional centres that operate with a MOS and Governor, the MOS has an active role and is required to review and enter comments on the OIMS for nominated Reviews of Classification and Placement Assessments.
NSI	National Security Interest	The Commissioner may designate an inmate as a NSI inmate if of the opinion that there is a risk that the inmate may engage in, or incite other persons to engage in, activities that constitute a serious threat to the peace, order or good government of the State or any other place.
OIMS	Offender Integrated	Electronic integrated management system utilised by CSNSW.

ACRONYM	TERMS	DEFINITION
	Management System	
OMP	Offender Management and Programs Branch	Offender Management and Programs has overarching responsibility for the areas of Inmate Classification and Placement, Offender Services & Programs (OS&P), Corrective Services Industries (CSI), and the Restorative Justice Unit.
OS&P	Offender Services and Programs	The Offender Services and Programs Unit comprises of approximately 600 staff divided into two Directorates. The unit is responsible for a range of assessments, services and programs provided to inmates.
RSIO	Reception, Screening, Induction and Orientation	Processes that must be followed for every inmate received into a NSW correctional centre. These processes should be completed prior to the Initial Classification and Placement Assessment.
Review	Review of Classification and Placement	Assessment that must be completed at least once in every 12 month period in accordance with the Regulation.
SDS	State-wide Disability Services	The State-wide Disability Services is part of the Specific Needs portfolio and is the organisation's primary method of addressing the additional support needs of offenders with disabilities – whether in custody or in the community.
SORC	Serious Offenders Review Council	<p>The SORC is a statutory body responsible for advising the Commissioner on both the management of serious offenders, and on specific management matters relating to any group of inmates referred to the SORC by the Commissioner.</p> <p>The SORC is a statutory body responsible for advising the Commissioner on both the management of serious offenders, and on specific management matters relating to any group of inmates referred to the SORC by the Commissioner.</p>
	Service Specifications	<p>Service Specifications detail outcomes aligned to best practice in correctional services that service providers (state or private) will be expected to achieve. The Services Specifications relate to the following key operational areas:</p> <ul style="list-style-type: none"> • Rehabilitation and Reintegration • Safety and security • Decency and Respect • Professionalism and Accountability • Health Services <p>There are some minor differences in the Service Specifications applicable to privately operated or managed and state-operated NSW Correctional Centres.</p>
SAPO	Services and Programs Officer	Roles delivering services and behaviour change programs to offenders. SAPOs complete a range of assessments and contribute to case planning so that the right services and programs are provided to offenders.
	Strategy to Reduce Reoffending	A set of strategies by the NSW Government to reduce criminal reoffending rates. This system-wide approach focuses on the high-risk offenders who are responsible for a disproportionate amount of crime. The implementation plan includes initiatives to target persistent

ACRONYM	TERMS	DEFINITION
		reoffenders, more emphasis on improving reintegration outcomes, improving program participation and establishing dedication teams of case management specialists.
	Statutory Parole	When a NSW court sentences an offender to a period of full time imprisonment comprising of a non-parole and parole period that is 3 years or less in total. The offender's release to parole is automatic at the expiration of the non-parole period as the sentencing court has determined the offender's eligibility and suitability for parole on that date. All Statutory Parole orders are supervised.
SENT	Sentenced	The term 'sentenced' is utilised throughout this policy and related procedures. It indicates the inmate has been found guilty of a crime/s and has been sentenced to full term imprisonment. The term replaces 'convicted'.
UNSENT	Unsentenced	The term 'unsentenced' is utilised throughout this policy and related procedures. It indicates that the inmate has not been convicted/found guilty of a crime/s and matters are still before the court/s. The term replaces 'unconvicted' and 'remand'.

15 Related Acts and Regulations

This document and the related sub-policy documents are in accordance with the following Acts and Regulations:

- [Crimes \(Administration of Sentences\) Act 1999](#)
- [Crimes \(Administration of Sentences\) Regulation 2014](#)
- [Crimes \(Sentencing Procedure\) Act 1999](#)
- [Crimes \(Sentencing Procedure\) Regulations 2017](#)
- [Interpretation Act 1987](#)
- [Terrorism \(High Risk Offenders\) Act 2017](#)
- [Crimes \(High Risk Offenders\) Act 2006](#)
- [Anti-Discrimination Act 1977](#)
- [Crimes Act 1900](#)
- [Government Information \(Public Access\) Act 2009](#)
- [Young Offenders Act 1997 No 54](#)
- [Children \(Detention Centres\) Act 1987](#)
- [Children \(Criminal Proceedings\) Act 1987](#)
- [Mental Health Act 2007](#)
- [Mental Health \(Forensic Provisions\) Act 1990](#)
- [Summary Offences Act 1988](#)
- [Drug Court Act 1998](#)
- [Bail Act 2013](#)
- [Sex Discrimination Act 1984](#)
- [Privacy and Personal Information Protection Act 1998](#)

- [Privacy and Personal Information Protection Regulation 2005](#)

16 Related documents

This document is intended to be used in conjunction with the Inmate Classification and Placement sub-policy documents. Each document will detail the relevant sections of the associated Acts and Regulations.

This document and the related documents are in accordance with the following policies. Each procedure will provide a link to each policy:

- [Management of Public Correctional Centres Service Specifications](#)
- [Custodial Operations Policy and Procedures \(COPP\)](#)
- [Custodial Case Management Policy and Procedures](#)
- [Adult Nucleus Inmates](#)
- [Mothers and Children's Policy](#)
- [Policy for the Placement and Management of Aged and Frail Inmates](#)
- [High Intensity Programs Unit \(HIPU\) Procedures](#)
- [Sentence Administration Manual](#)
- [Deputy Commissioner's Memorandum 2008/50 - Classification Procedures OMCG](#)
- [Commissioner's Memorandum 2014/32 - Forensic Patients - Compliance with Court and Tribunal Orders](#)

The sections within the former Classification and Case Management Procedures and Policy Manual (CCMPPM) that relate to Case Management have been superseded by the [Policy for Case Management in Correctional Centres](#) [REDACTED] and therefore no longer apply.

17 Classification and Placement Sub-policy documents

The following documents must be utilised when performing all classification and placement processes in correctional centres in NSW:

- [Inmate Classification and Placement - Initial Classification and Placement](#)
- [Inmate Classification and Placement - Reviews](#)
- [Inmate Classification and Placement - Change of Placements \(COP's\)](#)
- [Inmate Classification and Placement - Urgent Transfer of Non-Serious Offenders Clause 23 \(1\) and Serious Offenders Clause 23 \(3\)](#)
- [Inmate Classification and Placement - Inmate Request for Review \(Appeal\)](#)
- [Inmate Classification and Placement - Category AA and Category 5 Inmates](#)
- [Inmate Classification and Placement - Return to Custody of HSIMC Inmates](#)
- [Inmate Classification and Placement - Classification and Placement of Transgender and Intersex Inmates](#)
- [Inmate Classification and Placement - Escape-risk Classifications](#)
- [Inmate Classification and Placement - MHRT, FPs and CPs](#)
- [Inmate Classification and Placement - Identifying HIPU Candidates](#)

- [Inmate Classification and Placement - Section 6 Orders](#)
- [Inmate Classification and Placement - Section 23 Transfer of Inmates](#)
- [Inmate Classification and Placement - Inter Jurisdictional Transfers between YNSW and CSNSW](#)
- [Inmate Classification and Placement - SORC and Subcommittee Managed Inmates](#)
- [Inmate Classification and Placement - Progression to C3/Cat 1, and ELP](#)
- [Inmate Classification and Placement - Immigration Matters](#)
- [Inmate Classification and Placement - Movement Holds](#)
- [Inmate Classification and Placement - CSNSW Placement Guide](#)

18 Document history

VERSION	DATE	REASON FOR AMENDMENT
1.0	25 October 2019	In line with Case Management Review outcomes
1.1	3 June 2020	Updated to reflect operational requirements
1.2	30 June 2020	Updated to reflect operational requirements
1.3	23 October 2020	General formatting update and improvements
2.0	1 February 2021	Full review conducted