PRE-RECEPTION SCREENING ASSESSMENTS

CORRERCTIONS VICTORIA - SENTENCE MANAGEMENT DIVISION

SENTENCE MANAGEMENT MANUAL

*This Commissioner’s Requirement describes the process by which prisoners in police custody are screened pre-reception in order to nominate a security rating to a prisoner before they are received into Corrections Victoria custody.*

What

A pre-reception screening assessment is the process by which prisoners in police custody are assessed by Corrections Victoria staff, with a view to allocating a security rating to each prisoner before their physical reception into custody.

Why

Pre-reception screening assessments enable Corrections Victoria to receive prisoners into medium and maximum security front end reception prison locations.

When

Pre-reception screening assessments occur while prisoners are in the custody of Victoria Police (in police cells).

Typically, pre-reception screening assessments are conducted up to 10 days before a prisoner is received into Corrections Victoria custody.

Who

The Sentence Management Division (SMD) must be involved in all classification decisions (which are decisions relating to prisoners’ security rating, placement and sentence plan, where appropriate).

The Prisoner Intake and System Flow team within Sentence Management Operations (SMO) has primary carriage over the conduct of pre-reception screening assessments.

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Schedule AC4.2:Pre-reception Screening Assessment—Initial Security Rating Form (Remand)

Related Policy or Procedure

*SMM AC 3 Determining security ratings*

*SMM AC 3A Determining security ratings for women*

*SMM AC 5 Determining a prisoner’s placement*

### Policy context

Pre-reception screening assessment is the process by which prisoners are assessed while in police custody and, pending availability of sufficient information, their default security rating is lowered or increased, to guide the location of their reception into custody and/or their management upon reception into prison. The ability for prisoners to be screened pre-reception and received into one of Corrections Victoria’s medium or maximum security front end prison locations assists in ensuring prisoners are accommodated in the least restrictive environment, commensurate to their needs and assessed level of risk.

Where a prisoner has not been subject to a pre-reception screening assessment, male prisoners will default to an A2 maximum security rating, and female prisoners will default to a B\* medium security rating, which remains in place until such time that they are reviewed and classified by staff from the SMD.

### Security ratings

The Corrections Regulations 2009 (R 22 (2)) specifies that a prisoner can be given one of the following security ratings:

* High security
* Maximum security
* Medium security
* Minimum security

In accordance with the Regulations, the security rating system in Victoria is a six tier system comprising of the following ratings:

* A1\* High security
* A2 Maximum security
* B Medium security
* C Restricted minimum security
* C1 Minimum security
* C2 Minimum security

For the purpose of pre-reception screening assessments, not all security ratings can be assigned to a prisoner prior to their reception into custody. This is due to Corrections Victoria’s (CVs) inability to first assess the prisoner’s conduct and presentation, which may impact on the suitability of some security ratings being assigned, with reference to the lower security ratings.

Therefore, only the following security ratings can be assigned to prisoners (sentenced and remand) through a pre-reception screening assessment.

* A1\*
* A2\*
* B\*

Additional information on security ratings applied across the system, and circumstances in which each of the available security ratings may apply, is detailed in section *AC3 Determining Security Ratings* and *AC3A Determining security ratings for women*.

### Application of an asterisk to a security rating

An asterisk (\*) may be assigned to a security rating (other than a C2). Application of an asterisk indicates that:

* SMD will monitor the progress of a prisoner more closely
* Case Management Review Committees (CMRCs) are not authorised to lower these prisoners’ security ratings and must refer the case to SMD for approval.

It is agreed that all prisoners assigned a security rating via a pre-reception screening assessment will have an asterisk applied to their security rating. This is to ensure that any change to a prisoner’s security rating is applied by SMD.

All prisoners assigned a security rating via a pre-reception screening assessment will be classified within 14 days of reception. Upon classification of the prisoner, the continued need for application of an asterisk will be determined in accordance with the prisoner security rating processes outlined in AC3 *Determining Security Ratings*.

### Pre-reception screening assessments – Female System

## In recognition of the broadly accepted position that women are generally over-classified and there is only a small cohort of women who legitimately require a maximum security rating, in June 2019 Corrections Victoria introduced a new classification model, in which all female prisoners enter custody with a medium security rating.

## Staff from SMD, Victoria Police Custody Management Division and the Dame Phyllis Frost Centre (DPFC) work collaboratively to triage women entering custody via a two tiered approach to manage any immediate risks presented by women who may require a maximum security rating.

## SMO is responsible for conducting a pre-reception screening of all women in police cells. This involves reviewing the police cells list to identify any women who may require a maximum security rating as a consequence of one of the following criteria:

## women that have a history of significant institutional misconduct/management unit placements

## women whose profile or notoriety (nature of offence/affiliations) might warrant a maximum security rating

## women who have been ascribed a V1, E1 or T1 risk alert by Victoria Police, or who Victoria Police indicate have posed a significant custodial management issue in police cells

## women charged or convicted of one of the following offences:

* + murder
	+ attempted murder
	+ conspiracy to murder
	+ terrorism
	+ escape from a medium or maximum security custodial facility (ie. prison, custody centre, police cells or prisoner transport).
	+ abduction and kidnapping
	+ manslaughter.

SMD must notify the Reception Supervisor at DPFC of any incoming receptions, who have been identified as requiring a maximum security rating through the pre-reception screening process and increase the prisoner’s security rating to maximum through the relevant pre-reception assessment screen in E\*Justice.

The DPFC Reception Supervisor is responsible for screening all new receptions who enter with a medium security rating, but upon review may require a maximum security rating due to presenting with one of the following:

## history of escape/escape attempt not previously reflected by E alert in police custody

## history of institutional violence

## presents as angry, hostile or non-compliant

## severity of offence with reference to the following:

* + murder
	+ attempted murder
	+ conspiracy to murder
	+ terrorism
	+ escape from a medium or maximum security custodial facility (ie. prison, custody centre, police cells or prisoner transport)
	+ abduction and kidnapping
	+ manslaughter.

The Reception Supervisor will then contact SMO and provide the following details:

* prisoner name and CRN
* reason for recommending security rating increase with reference to the above categories.

These notifications are to be regarded as of high importance and actioned by SMO, where the Reception Supervisor’s recommendation is accepted, on the day they are received. If received out of hours, they are to be actioned in the morning of the next business day.

In the event a prisoner is received into custody outside standard business hours and they are required to go on an urgent external permit, a risk assessment must be conducted prior to any escort.

Following assessment of any identified risks, the Operations Manager/Officer in Charge, must determine escort conditions taking into account the comments of escorting staff relating to particular safety and security concerns if it is assessed that there is:

a) any increase in the prisoner’s propensity to escape due to his or her mental state or unpredictability, or

b) any factors which suggest that the prisoner represents a current threat to escape (e.g. during the escort).

This may result in a woman being escorted in a manner consistent with prisoners ascribed a security rating higher than the medium security rating with which she enters custody.

The process for classifying women prisoners is covered in detail in *AC3A – Determining security ratings for women*.

* 1. **Information sources**

In conducting a pre-reception screening assessment, there are a number of information sources that staff should access to identify necessary information. This includes, at a minimum:

* **E\*Justice:** remand warrant information, criminal history, risks and recommended actions
* **PIMS:** prison management and incident information, prior sentence management decisions, prisoner profile information, drug status and/or treatment information
* **Centurion:** prisoner intelligence, enemy and associate links.
	1. **Recording pre-reception screening assessments**

All women assessed by SMO as requiring a maximum security rating at the pre-reception screening stage, are to have their security rating increased within the sentence management assessments module within E\*Justice prior to their reception into prison.

The person conducting the pre-reception screening assessment is to record the following information at a minimum:

* record the date on which the pre-reception screening was conducted
* record the name of the person to have completed the pre-reception screening assessment
* risks and recommended actions current as at the time of assessment
* the final security rating assigned to the prisoner
* any other comments that will assist staff in facilitating the prisoner’s transfer from Victoria Police to Corrections Victoria custody.

The results of all pre-reception screening assessments must be recorded within E\*Justice on the same business day as the screening was conducted. In entering results into the designated E\*Justice module, staff should be aware that risks and recommended actions at the time of entering the results will be captured within E\*Justice and will form part of the decision. It will not however capture risks and recommended actions from the date of assessment, unless that assessment is entered onto E\*Justice immediately.

### Pre-reception screening assessments – Male System

SMO conducts pre-reception screening assessments on eligible male prisoners (ie. those who do not meet the exclusion criteria outlined below) while in police custody. Only prisoners assigned a medium security rating via a pre-reception screening assessment are eligible to be received directly into a medium security location.

As prisoners are not yet in CV custody, this pre-reception screening assessment is conducted based on information known to Sentence Management Operations staff through relevant CV information systems – namely E\*Justice, PIMS and Centurion. These pre-reception screening assessments are conducted in order to assign a nominal reception security rating and, where appropriate, identify prisoners’ most suitable CV reception location.

This process occurs to enable CV to utilise medium and maximum security front end prison locations. Without a pre-reception screening assessment being conducted, prisoners default to an A2 maximum security rating and must be received into a maximum security location.

### Exclusion Criteria

Prisoners within any of the following cohorts are precluded from direct reception into a medium security location and are therefore not eligible for a pre-reception screening assessment:

* Special Category Prisoners
* Prisoners with an E1 rating – as they pose a high security and/or escape risk
* Prisoners with a T1 rating – as they have immediate placement concerns
* Prisoners with a V1 rating – as they pose an immediate violence threat
* Prisoners with unknown or unclear charges at the time of screening
* Prisoners charged with the following offences:
	+ murder
	+ attempted murder
	+ conspiracy to murder
	+ terrorism
	+ escape from a medium or maximum security custodial facility (ie. prison, custody centre, police cells or prisoner transport).

There are a range of offence types which, although not compulsorily excluded from direct reception into a medium security facility, require approval from the General Manager, Sentence Management Operations or Manager, Prisoner Intake and System Flow, Sentence Management Operations. These offences are:

* abduction and kidnapping
* manslaughter
* aggravated sexual penetration
* aggravated rape
* aggravated assault.

Where a pre-reception screening assessment has been conducted and indicates a prisoner with the above offences may be suitable for a medium security rating, the General Manager or Manager level within Sentence Management Operations must grant approval before the prisoner can be received directly into a medium security facility. Where the prisoner is identified as a major offender, the General Manager or Manager, Major Offenders Unit must be consulted and grant approval before direct reception of the prisoner into a medium security facility occurs.

### Conducting a pre-reception screening assessment

The Prisoner Intake and System Flow team within Sentence Management Operations has carriage over the coordination and conduct of pre-reception screening assessments.

In conducting a pre-reception screening assessment, staff must complete either of the below forms (depending on the sentencing status of the prisoner):

* Schedule A4.1 Pre-Reception Screening Assessment – Initial Security Rating Form (Sentenced); or
* Schedule A4.2 Pre-Reception Screening Assessment – Initial Security Rating Form (Remand)

The pre-reception screening assessment is based on the Initial Security Rating Tool that is applied post reception into custody (*Schedule AC3.1 Initial Security Rating Form – Male*), but with some modification to the scoring rules to account for information that may not be available to the assessor prior to reception into CV custody, without opportunity to speak to the prisoner. This relates to the drug and alcohol history and stability factors sections of the tool. Business rules associated with completing the pre-reception screening assessment are discussed below.

### Rules for scoring the sections of the security ratings tools

* + 1. **Severity of charge or offence**

In order to score this section, staff must consider all charges and offences for which the prisoner is currently being held in custody.

For sentenced and remand prisoners, information relating to the nature of the prisoner convictions or charges they are remanded on is obtained from E\*Justice. Thereafter, the offence severity scale *(Schedule AC3.5 Offence Severity Scale*) is used to determine the charge or offence severity.

Where a prisoner has multiple convictions or changes, the conviction or charge with the highest severity level should be used in scoring this item.

* + 1. **Severity of prior criminal convictions**

In order to score prior criminal convictions, staff must review the prisoner’s criminal history for the past 10 years (contained in E\*Justice), notincluding the current offence, to determine the most severe recorded conviction in the prisoner’s history. The offence severity scale is again used to determine the severity level of the most severe prior conviction.

* + 1. **History of escapes or attempted escapes within the past 10 years**

In order to score history of escapes or attempted escapes, staff must review the incidents module in PIMS, the prisoner’s criminal history, LEAP warnings, the risk and recommended actions module in E\*Justice and relevant intelligence information. In reviewing the above information, staff need to determine whether, in the past 10 years, the prisoner has escaped or attempted to escape. If the answer is yes, they need to consider the following:

* Did the escape or attempted escape occur in the past year? To answer this, the timeframe used should be actual date of the escape (or attempt), not the date of any subsequent conviction
* What level of security facility the escape or attempted escape was from (low or medium and maximum)?

|  |  |
| --- | --- |
| Low security  | Medium or maximum security  |
| Minimum prisons | Maximum or medium security prisons |
| Minimum security youth justice centres | Escort vans |
| Escape during arrest | Police cells |
| Escape from a CCPP (if the prisoner was escorted as a minimum prisoner) | Secure court complexes |
|  | Secure youth justice centres  |
|  | Escape from a CCPP (if the prisoner was escorted as a medium or maximum prisoner) |

*Note: If staff, after a thorough investigation, are unable to obtain information regarding where the escape or attempted escape was from, it should be scored as occurring from a low security facility.*

* Whether there was any violence used in the escape or attempted escape? Violence in this context includes threatening behaviour, such as the use of weapons or hostage taking.

If a prisoner receives a score in this section staff must update the prisoner’s ‘E’ risk alert in the risk and recommended actions module in E\*Justice.

* + 1. **History of institutional violence**

In scoring this element, staff must review the incident module in PIMS and score the prisoner’s documented and proven (‘proven’ being a conviction at court or recorded outcome from a General Manager’s Disciplinary Hearing) institutional violence in the past 10 years. Staff need to determine what the most serious proven incident is and consider whether:

* the injury the victim received was a ‘serious injury’
* a weapon was used.

If a prisoner receives a score in this section, staff must update the prisoner’s ‘V’ risk alert in the risk and recommended actions module in E\*Justice.

* + 1. **Prior major offence convictions**

In scoring this section, staff must review the prisoner’s criminal history in E\*Justice and count the number of prior criminal convictions. This does not include the convictions or charges that they are currently in custody for. Staff are only to count offences, in the last 10 years, that are rated higher than ‘low’ on the offence severity scale which have resulted in either a term of imprisonment, Intensive Corrections Order or suspended sentence.

* + 1. **Drug and/or alcohol history**

In scoring this section, staff are asked to assess the prisoner’s level of alcohol and/or drug use in the past 5 years and determine whether the prisoner was an occasional recreational drug user or had a serious dependence on drugs and/or alcohol.

As neither the prisoner nor a current reception assessment is available to assessing staff during the conduct of a pre-reception screening assessment, the following scoring rules are to apply to assist staff in determining whether the prisoner has a drug and/or alcohol history.

* Ifa prisoner has been sentenced for any ‘possession’ or ‘use’ offences (within the last five years), this section of the form should be completed. Although a determination on whether the prisoner engages in recreational drug and alcohol use versus having a serious dependence is required, it has been agreed that a ‘2’ should be scored if these charges or convictions are present.
* If a prisoner has been in CV custody, staff should use whatever information is available to determine if—within the last five years—the prisoner has a recorded drug and alcohol history. This may include, but is not limited to, prior:
* sentence management comments
* reception assessments
* initial security rating tools
* participation in any drug treatment programs
* If a prisoner has not previously been in Corrections Victoria custody, LEAP warnings (from E\*Justice) may be used to inform decision-making. Again, if there is sufficient evidence of drug and alcohol use, a ‘2’ should be scored on the appropriate initial security rating tool.

If after reviewing the available information, staff are confident that sufficient information on the prisoners’ drug and alcohol history is known, the tool should be scored. In this regard, it has been agreed that a ‘2’ should be scored, that is unless a ‘1’ has been scored on a previous initial security rating tool within the applicable timeframe.

* + 1. **Stability factors at time of arrest**

In this section, staff are asked to give a score (-1) for each element that was applicable at the time of the prisoner’s arrest. It is however expected that information on stability factors at the time of arrest will be unknown and scored as such.

This is however with the exception of stability factor 1, relating to whether the prisoner has completed at least year 11 in secondary education. This information may be known about prisoners that have served a prior sentence. Attempting to obtain this information however should be weighed up against whether it will alter a prisoner’s initial security rating (for example, from a maximum to a medium security rating).

Where no information is available, this section of the tool is to be left blank. This business rule has been agreed to on the basis that scoring of stability factors on the tool only has the potential to lower a prisoner’s security rating and therefore will not pose any unnecessary risk through leaving intentionally blank.

### Override of security ratings

Overrides can be discretionary or non-discretionary. Both types of overrides are governed by Corrections Victoria policy regarding which characteristics/behaviours warrant specific consideration in determining prisoners’ security ratings.

* + 1. **Non-discretionary overrides**

Non-discretionary overrides occur because Corrections Victoria has specified that certain types of prisoners cannot receive certain security ratings.

Neither sentenced nor remand prisoners can be assigned a security rating lower than medium security at the time of reception. Therefore, any prisoner assigned a minimum security rating via a pre-reception screening assessment must be increased via the application of a non-discretionary override based on insufficient information available to justify a lower security rating.

* + 1. **Discretionary overrides**

Discretionary overrides allow staff to increase or decrease a security rating indicated by the security rating tool, based on the prisoner’s behaviour or status.

* During the conduct of a pre-reception screening assessment, staff:
	+ may apply any discretionary override to increase a prisoner’s security rating
	+ are not permitted to lower a prisoner’s security rating via a discretionary override.

### Determining a prisoner’s reception location

At the time of conducting a pre-reception screening assessment, staff have the option to determine a prisoner’s suitable prison reception location. If a reception location is identified, this should be recorded in the pre-reception screening assessment decision in E\*Justice and include enough information as to why the location has been determined appropriate.

Where a prison reception location has been pre-determined, up to 10 days prior to the prisoner reception into CV custody, the Prisoner Intake and System Vacancy team must ensure that within 24 hours of the prisoner’s reception into custody, a final check is conducted to ensure reception into the pre-identified location remains appropriate.

### Information sources

In conducting a pre-reception screening assessment, there are several information sources that staff are to access to identify necessary information. This includes, at a minimum:

* **E\*Justice:** remand warrant information, criminal history, risks and recommended actions
* **PIMS:** prison management and incident information, prior sentence management decisions, prisoner profile information, drug status and/or treatment information
* **Centurion:** prisoner intelligence, enemy and associate links.

### Recording pre-reception screening assessments

All finalised pre-reception screening assessments are to be recorded within the sentence management—assessments module within E\*Justice.

The person conducting the pre-reception screening assessment is to record the following information at a minimum:

* record the date on which the pre-reception screening was conducted
* record the name of the person to have completed the pre-reception screening assessment
* risks and recommended actions, current as at the time of assessment
* the final security rating assigned to the prisoner
* a reception location, if appropriate and determined at the time of assessment
* any other comments that will assist staff in facilitating the prisoner’s transfer from Victoria Police to Corrections Victoria custody.

In addition to the information that is contained within the E\*Justice Pre-reception Screening Assessment results module, each pre-reception decision is supported by a finalised initial security rating tool.

The results of all pre-reception screening assessments must be recorded within E\*Justice within 48 hours of completion. In entering results into the designated E\*Justice module, staff should be aware that risks and recommended actions at the time of entering the results will be captured within E\*Justice and will form part of the decision. It will not however capture risks and recommended actions from the date of assessment, unless that assessment is entered onto E\*Justice immediately.

#### Maximum Security direct receptions into Ravenhall

On occasion, a prisoner may be received into Ravenhall direct from police cells with a maximum security rating. This can occur when the security rating has not been entered into E\*Justice during the pre-reception process or there has been a technical reading error between E\*Justice and PIMS. If this occurs, an automatic email is sent to the Ravenhall portfolio holders, Sentence Management Operations, who are responsible for reviewing and amending the security rating immediately. Should there be a delay in this response, prison staff from Ravenhall should contact the Manager, Prisoner Intake and System Flow to review and make the appropriate amendments.

### Record keeping

All pre-reception screening assessments are to be recorded on a prisoner’s IMF file.

Once a prisoner has been received into CV custody, Sentence Management Operations is required to print a copy of each prisoner’s pre-reception screening assessments and send to the reception location for filing on the prisoners IMF file.

In addition to operational record keeping requirements, the pre-reception screening process will be reviewed by the Systems and Planning Unit, SMD, following implementation of pre-reception screening assessments. Copies of completed *Schedule 4.1 and 4.2* are required to be centrally stored for monitoring and evaluation purposes, as directed by the Manager, Prisoner Intake and System Flow, Sentence Management Operations.

### Timing of pre-reception screening assessments

Generally, pre-reception screening assessments are to be conducted up to 10 days prior to the prisoner’s reception into CV custody.

In instances where a prisoner has been screened, however for various reasons has not been received into CV custody within 10 days of that screening assessment being completed, staff from the Prisoner Intake and System Flow team will be required to re-confirm that the prisoner’s assigned security rating and pre-identified reception location, if applicable, remains appropriate.

### Review of a pre-reception screening assessment decision

* + 1. **Offence validation review**

An offence validation review is only required for remand prisoners assigned a medium security rating via a pre-reception screening assessment.

An offence validation review is the process by which the Records Support Officer, confirms that the most serious charge outlined on the remand warrant(s) aligns with the most serious charge scored during the pre-reception screening assessment.

The Records Support Officer is based within the Sentence Calculation and Warrant Administration (SCWA), from 11am – 7pm, Monday to Friday.

To conduct an offence validation review, the Records Support Officer will conduct the following on the same day as the prisoner’s reception into CV custody:

* receive and review the daily list of medium security remand prisoner receptions at Ravenhall Correctional Centre. This list will be received through the Manager, Prisoner Intake and System Flow, Sentence Management Operations Unit
* receive notification from SCWA Records Officers when the remand warrant information has been received and entered onto PIMS. At this point the list of current charges should be available through E\*Justice. If the list of current charges is not available, notify the SCWA Deputy Manager to approve an alternate current charge review process through Courtlink
* review the list of current charges on E\*Justice, and identify the most severe charge in accordance with the *Schedule AC3.5: Offence Severity Scale*
* cross reference the identified most severe charge against the most serious charge scored on the completed *Schedule A4.2 Pre-Reception Screening Assessment – Initial Security Rating Form (Remand)* saved in the Sentence Management Operations shared drive. Where application of the Offence Severity Scale within this process is unclear, consult with the Manager, Prisoner Intake and System Flow, Sentence Management Operations Unit
* where there is no discrepancy between the most severe charge identified through the list of current charges on E\*Justice and the most severe charge scored as part of the *Schedule A4.2,* record such in the Offence Validation folder within the Sentence Management Operations shared drive.
* where there is a discrepancy between the most severe charge identified through the list of current charges on E\*Justice and the most severe charge scored on *Schedule 4.2*, notify the General Manager, Sentence Management Operations or Manager Prisoner Intake and System Flow, Sentence Management Operations in addition to email notification to the Deputy Manager, SCWA. Where neither the General Manager, Sentence Management Operations or Manager Prisoner Intake and System Flow, Sentence Management Operations can be contacted in this circumstance, the Assistant Commissioner, SMD should be notified. Record outcome in the Offence Validation folder within the Sentence Management Operations shared drive
* in circumstances where SCWA have not received remand warrant information for any prisoner on the daily list of medium security remand prisoner receptions at Ravenhall Correctional Centre by 5pm, contact the Ravenhall Correctional Centre Records Office to follow up the transfer of the remand warrant to SCWA. Where the Ravenhall Correctional Centre office advises the remand warrant is unable to be located or cannot be otherwise transferred to SCWA, notify the Sentence Management Operations General Manager or Manager, Prisoner Intake and System Flow, Sentence Management Operations in addition to email notification to the Deputy Manager, SCWA.
	+ 1. **Location reception review**

Whenever a prisoner is received into a prison directly from police cells, the receiving location can at any time contact Sentence Management Operations seeking a review of a prisoner’s security rating and/or placement. This may be appropriate in situations where a prisoner’s behaviour upon reception has destabilised or where the location is of the belief that the prisoner is not suitable for the rating he has been assessed as prior to their reception.

A review of a prisoner’s pre-reception security rating and/or placement must occur no later than the following business day (however, sooner where practicable) to ensure the prisoner is accommodated in a placement commensurate to their needs and presentation.

As per current procedures, should the reception location have concerns regarding the prisoner’s suitability to remain within the location, the reception location can at any time separate the prisoner pending review by sentence management staff. In such instances, separation procedures are to be adhered to in accordance with current CV policy, as detailed in section *PM3* *Separation Regimes*.

### Classification

Pre-reception screening, although allocating a nominal security rating to each prisoner assessed, does not constitute a prisoner’s formal classification decision.

In accordance with the Corrections Regulation 2019, prisoners are to be formally classified, which is the process which determines a prisoner’s security rating, prison placement and sentence plan as appropriate. For sentenced prisoners, classification is to occur within 14 days of their reception into CV custody or upon receipt of a sentence. For remand prisoners, classification must occur within 14 days of their reception into custody or upon a change in their legal status, whereby they revert from being a sentenced to a remand prisoner.

Information on the processes associated with the formal classification of prisoners is provided in sections *AC3 Determining Security Ratings, AC3A Determining Security Ratings for Women* and *AC5 Determining a Prisoner’s Placement* of the Sentence Management Manual.

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| Schedules |

The following Schedules are attached:

**Schedule AC4.1:** Pre-reception Screening Assessment—Initial Security Rating Form (Sentenced)

**Schedule AC4.2:** Pre-reception Screening Assessment—Initial Security Rating Form (Remand)

[**Schedule AC4.1**](#Contents)

[**Schedule AC4.2**](#Contents)

