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## **BULLETIN**

### **JUDICIAL OPERATIONS – ACT REGIONAL WATCHHOUSE – STANDARD OPERATING PROCEDURES – DAILY DUTIES – CONSTABLES**

#### **1. Introduction**

This **Standard Operating Procedure (SOP)** for **Daily Duties** has been developed by ACT Policing ACTWH (Watch House) staff and is designed to assist members who are performing their rotations at the Watch House or who have been temporarily redirected for duties at the Watch House.

The primary goal of Watch House staff is to ensure the safety and welfare of all detainees and staff whilst supporting necessary prosecution and judicial processes. Every member is reminded of their legislated obligations as well as their 'Duty of Care' for persons in custody at the Watch House.

Effective policing results in persons being taken into custody for a range of purposes. Any person who is in police custody is to be treated with humanity, dignity and with due regard for their civil rights, and is not to be subjected to cruel, inhumane or degrading treatment.

All forms of custody are subject to scrutiny and members must ensure that any custody is appropriate and justified in the circumstances.

All duties performed in the Watch House are to be conducted in accordance with the ACT Policing Watch House Operations Manual

#### **2. Commencement of Shift/Shift Changeover – All Shifts**

##### **Prisoner Board familiarisation**

At the commencement of each shift Constables are to have a briefing from the previous shift on the following information about the persons in custody;

- How many prisoners are in the Watch House
- Where they are located,
- What they are in the Watch House for,
- Whether they have alerts against their name and why.
- Any medical considerations or needs.
- Prisoner demeanour, issues and requirements.
- Any other matters of relevance re prisoners.
- Any other matters of relevance re maintenance

Members will then obtain a set of watch house keys

s37(1)(c)

At the completion of the shift changeover the commencing shift constable will conduct a full inspection and check of prisoners in custody, recording the results

s37(2)(b)

The Constables will consult the Watch House Sergeant for any specific tasks that are required during their shift.

### **3. Shift Specific Duties.**

#### **Day Shift**

- Wake prisoners at 0700 hrs and unlock showers, provide towels/soap
- Provide prisoners breakfast- toast, spreads, butter, coffee, juice
- Assist Corrections in facilitating transfer of prisoners to court
  - ensure prisoners place blankets and towels in laundry bags on way out
- Fax meals request sheet s37(1)(c) not later than 1030 hrs
  - ensure there are sufficient food stuffs, foam cups and cutlery
  - maintain at least 20 frozen dinners, 4 bread loaves (at least one brown), 6 litres of milk, and 20 sandwiches. (order sheet located on refrigerator in Kitchen) s37(1)(c)
- If sufficient numbers of finger prints are completed, send to Weston along with empty OC spray and rolls of film.
- Attend to day shift enquires left in tray for attention.
- Place catering in relevant refrigerators on arrival from caterers.
- Perform cell maintenance checks (buzzer/intercom/damage/mattress)
- Other duties as directed by the Watch House Sergeant.

#### **Afternoon Shift**

- Contact City Station Front Office about 1630 hrs to obtain bails from courts
- Enter bails onto PROMIS, s37(2)(b)
  - discard previous bail papers for destruction.
- Ensure details are correct on PROMIS s37(2)(b)
- Provide prisoners with evening meals about 1830 hrs- hot meal, 2 x bread slices, coffee and juice
- Lock prisoners down for the evening s37(1)(c)
  - ensuring all rubbish/laundry is removed from cells.

#### **Night Shift**

- Remove expired bail papers from cabinet.
- Ensure criminal records have been ordered for DPP files by 0530 hrs.
- Ensure general cleanliness of Watch House work stations and kitchen area.

#### **All Shifts**

- Perform regular cell checks and enter into cell management
  - Prisoner At Risk or Padded Cells: Checks done every 15 minutes for first 2 hours, then no greater than every hour after that;
  - Sobering Up Facility: Checks done on intoxicated persons half hourly;
  - Not at risk: Every 30 minutes for first 2 hours, & then no greater than every hour after that;



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- ***checks are to be done in person.***

- Order criminal histories for all charge matters
- Check for incoming faxes and action as required/check fax machine paper.
- Check/action Bail breach requests from email/PROMIS as required.
- Clean kitchens before next shift
- Brief incoming constables on prisoner status
- Report all shift deficiencies (sick reports) to Watch House Sergeant
- All access to Watch House to be cleared with shift Sergeant.

## **4. Day Specific Shift Duties.**

### **Tuesday Morning Shift**

- Order linen – normally stock 200 towels, 300 blankets and 20 linen bags
- s37(1)(c)
- Put linen away when it arrives.

### **Sunday Afternoon Shift**

- Place prisoner property and prisoner intake sheets in alphabetical folders located on shelves above fax machine.

### **Safety**

- When searching incoming prisoners ensure ALL property and clothing is searched thoroughly :
- When removing used cutlery from cells, ensure that all are accounted for
- s37(1)(c)
- Where appropriate, add alerts on PROMIS regarding certain actions/behaviour of prisoners held in custody s37(1)(c)

## **5. Completion of Duty/Shift Change Over.**

At the completion of each shift Constables are to brief the oncoming shift on the following information about the persons in custody;

- How many prisoners are in the Watch House
- Where they are located,
- What they are in the Watch House for,
- Whether they have alerts against their name and why.
- Any medical considerations or needs.
- Prisoner demeanour, issues and requirements.
- Any other matters of relevance re prisoners.
- Any other matters of relevance re maintenance

Members will then s37(1)(c) or hand them to the oncoming shift.

Constables will remain within the Watch House vicinity until released from duty by the Watch House Sergeant.