

Custodial Operations Policy and Procedures

2.2 Offender associations

Policy summary

Managing offender associations is important for maintaining good order, discipline, security and safety in a correctional centre.

An offender association alert can be entered into the Offender Integrated Management System (OIMS) if requested by an inmate, recommended by correctional centre staff, community corrections or the Corrections Intelligence Group (CIG).

All association alerts must be regularly reviewed.

Management of Public Correctional Centres Service Specifications

Service specifications	Professionalism and accountability Safety and security
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW).

It also applies to all CSNSW employees, and where relevant to other personnel such as JH&FMHN, contractors, subcontractors, and visitors.

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1 Offender associations

1.1 Policy

Offender association alerts should be considered where it is necessary to restrict associations between certain inmates. These may also apply where protective custody is unnecessary.

The purpose of identifying offender association issues and managing particular inmates separately is to ensure the safety of inmates and the good order and security of correctional centres.

An officer must determine if there is sufficient information to show that an inmate is at risk if allowed to associate with another inmate(s). The *Assessment tool – Inmates under threat* may be used to help determine if an offender association alert is warranted.

An offender association alert must be recorded in OIMS to restrict associations between inmates. These have a limited duration and must be regularly reviewed. Further information for entering/reviewing an offender association alert is available on the CSNSW Intranet at: Justice Intranet > Divisions > [OIMS – Offender Non-Association](#).

Staff should avoid using the terms “non-association or ‘NA’ as this may be confused with PRNA (Protection Non-Association) which may put an inmate at risk.

Inmates may submit a written request identifying their offender association issues. This request must identify the specific inmates that they do not want to associate with and the risk they pose to their safety.

Offender association issues may also be identified by staff despite inmates not requesting specific action. Such instances may include:

- inmates involved in assaults (**refer to COPP section 13.4 Assaults**)
- conflicts between rival Outlaw Motorcycle Gangs (OMCGs) or Organised Criminal Networks (OCN).

A thorough assessment must be conducted and all relevant information considered prior to generating an offender association alert in OIMS. If there are serious concerns for an inmate, staff must consider placement at another correctional centre or protective custody.

Prior to transferring an inmate to another correctional centre, staff must check offender association alerts in OIMS.

1.2 Procedures

	Procedure:	Responsibility
1.	Provide inmate with an <i>Inmate request</i> form if they would like to raise an association issue. This must include the names of the specific inmates and details of the association issues.	OIC Accommodation/ Authorised officer
2.	Interview inmate and assess if an offender association alert is required. Ensure that all supporting information and intelligence/witness reports are verified while conducting an assessment.	OIC Accommodation/ Authorised officer
3.	Provide the inmate request form (if applicable) and any other supporting documentation to the Functional Manager (FM).	OIC Accommodation/ Authorised officer
4.	Decide if entering an offender association alert is approved/not approved.	FM Accommodation
5.	Complete a covering report and include the following details: <ul style="list-style-type: none"> • summary of incident or circumstances • supporting intelligence and relevant information • action taken. 	FM Accommodation
6.	Generate an offender association alert in OIMS (if approved) and include: <ul style="list-style-type: none"> • a reason for the alert (drop-down option) • details of authorising officer • details of threat/risk in the comment field. • reports and history • information in OIMS case notes • phone conversations/recordings • other supporting documentation. Select an expiry date of 12, 24 or 36 months.	Authorised officer
7.	Place documentation into the inmate's Case Management File (CMF).	Authorised officer

2 Co-assailants

2.1 Policy

An offender association alert must be considered by a FM or authorised officer for assaults involving two or more assailants, who together carry out a serious assault against another person in a correctional centre.

Governors must ensure a local review is conducted to determine whether inmates should be managed as co-assailants and an offender association alert entered. An offender association alert may also be applied for a less serious assault.

Inmate co-assailants with offender association alerts must be separated by physical barriers at all times, and where possible housed in separate accommodation areas. An expiry for the alert must be entered and is considered active until revoked.

All inmates entering into custody must have any prior alerts checked for any outstanding offender association reviews which should be referred to the FM.

2.2 Procedure

	Procedure:	Responsibility
1.	Conduct a local review to recommend whether inmates should be managed as co-assailants and an offender association alert entered.	Authorised officer
2.	Complete a covering report and include the following details: <ul style="list-style-type: none"> • summary of incident or circumstances • supporting intelligence and relevant information • action taken. 	FM Accommodation
3.	Enter an offender association alert in OIMS for each inmate identified as a co-assailant (select 'co-assailant' in the drop-down box).	FM Accommodation/ Authorised officer
4.	Place all documentation into the inmate's (victim) CMF.	FM Accommodation/ Authorised officer

3 Review of alerts

3.1 Policy

The FM, Case Management (FM, CM) must ensure that active offender association alerts are reviewed by the FM Accommodation prior to classification review by the Classification Placement Team (CPT) or expiration of the alert.

Any changes to an offender association alert (review, update, revocation or expiry) must be reflected in the OIMS records of the other involved inmates.

3.2 Procedure

	Procedure	Responsibility
1.	Obtain an OIMS <i>Offender Non Associations Due for Review Report</i> (OIRRNADR) each week for the correctional centre and: <ul style="list-style-type: none">• note the alerts due for review• refer to the relevant FM Accommodation.	FM, CM/ Authorised officer
2.	Review all offender association alerts referred by FM, CM.	FM, Accommodation/ Authorised officer
3.	Ensure accommodation staff are aware of any association issues.	FM, Accommodation/ Authorised officer
4.	Enter details in the <i>Offender Association</i> module in OIMS on the inmate (once entered, OIMS will automatically populate the alert in the OIMS record of the other involved inmates).	FM, Accommodation/ Authorised officer

4 OMCG or OCN

4.1 Policy

An *OMCG, OCN and STG inmate validation process & questionnaire* (IVPQ) must be completed when an inmate claims to have association issues with a specific group of inmates.

When an inmate enters into custody at court, staff must ask the inmate if they identify as a member or associate of any Outlaw Motorcycle Gangs (OMCG), Organised Criminal Networks (OCN) or other Security Threat Group (STG). If so, this is noted on the *New Inmate Lodgement & Special Instruction Sheet*, and the *Court cell location identification form*. The form is attached to the *New Inmate Lodgement & Special Instruction Sheet* and received by the Intelligence officer at the correctional centre.

When the inmate is received at the correctional centre the Intelligence officer must:

- interview the inmate and complete the IVPQ
- submit an intelligence report (IR) on the Integrated Intelligence System (IIS) with the IVPQ scanned and placed in the attachments section of the IR
- submit a Security Threat Group (STG) 'Persons of Interest' referral in OIMS.

Once validated by CIG, the 'Persons of Interest' referral is recorded on the OIMS STG module and an OIMS STG Offender Association alert is generated.

The Corrections Intelligence Group (CIG) is responsible for updating and reviewing OMCG and OCN associations including OIMS entries in the STG section of the *Offender Association* screen.

The STG *Offender Association* module is populated automatically by the STG Module. In the *Offender Association* screen, all groups that an inmate cannot associate with are listed. These should be considered Offender Association alerts. This screen does not identify which group the inmate in question is affiliated to. The 'View Members' button will display all of the inmates aligned with the listed group, in correctional centre alphabetical order.

The group titled *Group of inmates who – Cannot associate with (Gang name)* is a list of inmates who are at risk from a gang for reasons other than rival gang membership.

Only CIG should use the CIG-OAA type of non-association alerts, as they are only used for a specific type of non-association. The CIG-OAA *Non-Associations* will contain a reference to a CIG Intelligence Product.

4.2 Procedure

	Procedure	Responsibility
1.	Complete IVPQ questionnaire when an inmate discloses that they are a member of an OMCG, OCN or other STG.	FM Intelligence/ Authorised officer
2.	Create an IR on the IIS from information documented in the IVPQ.	FM Intelligence/ Authorised officer
3.	Enter a referral into OIMS STG module to notify CIG if an inmate identifies as a member, associate, or at risk: <ul style="list-style-type: none"> • access the STG Module and load the record for the associated MIN • click into a blank line under <i>Persons of Interest</i>. Select your location and referral type, save the entry • an e-mail will automatically be sent to CIG. 	FM Intelligence/ Authorised officer
4.	Ensure inmate is housed appropriately using information provided by the inmate and any information already available on the IIS.	FM Intelligence/ Authorised officer
5.	Analyse the information contained in the IR developed by the local intelligence officer.	CIG
6.	Finalise the IR and annotate appropriate STG <i>Offender Associations</i> in OIMS, if necessary.	CIG
7.	Review finalised IR once disseminated by CIG.	FM Intelligence/ Authorised officer

5 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

6 Definitions

Authorised officer	The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Operations Policy and Procedures
CIG	Corrections Intelligence Group
CMF	Case Management File
COPP	Custodial Operations Policy and Procedures
CPT	Classification and Placement Team
CSNSW	Corrective Services NSW
FM	Functional Manager
IIS	Integrated Intelligence System
IR	Intelligence Report
JH&FMHN	Justice Health & Forensic Mental Health Network
LOPs	Local Operating Procedures
OIMS	Offender Integrated Management System
OMCG	Outlaw Motorcycle Gang – A group of persons who identify themselves through gang names, patches and tattoos, abide by written constitutions and bylaws, have an elected hierarchy and membership structure; and identify as the ‘1%ers’ (i.e. the 1% of the population who operate outside the law, hence the term ‘Outlaw’)
OCN	Organised Criminal Network – An OCN is a structured group of three or more persons existing for a period of time and acting in concert with the aim of committing one or more serious crimes or offences in order to obtain, directly or indirectly, a financial or other material benefit. An OCN identifies with a unifying belief system, familial relationship, racial or cultural identification, racial identification and/or a territorial affiliation. An OCN may use identifying images or symbols, clothing, and/or tattoos; however this behaviour is not as strict as OMCGs
OVPQ	Offender Validation Process & Questionnaire

<p>Serious assault</p>	<p>Serious assault in this policy is:</p> <ul style="list-style-type: none"> • where the victim requires medical treatment involving an overnight stay in hospital other than for observational purposes • sexual intercourse without consent • deliberate transfer of blood, saliva or other body fluids leading to possible infection • deliberate puncturing of the skin, including by biting, stabbing or needle-stick injury • deliberately inflicted serious lacerations • any injury of comparable seriousness to those listed above
<p>STG</p>	<p>Security Threat Group – A group of inmates who, acting together, engage in illegal activity and/or pose a threat to the security and safety of staff, correctional centres and other inmates</p>

7 Document information

Business centre: Custodial Operations

Approver: Kevin Corcoran

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Version	Date	Reason for amendment
1.0		Initial publication.
1.1	12/03/20	General formatting update and improvements
1.2	17/03/20	Updated with definitions of OMCG, OCN and STG
1.3	15/08/23	Update in line with CSNSW restructure: deletion of reference to Security and Intelligence (S&I).
