

Inmate Classification and Placement Corrective Services NSW

Classification and Placement Reviews

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Classification and Placement Reviews

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1 Overview

The policy and procedures within this document must be utilised in conjunction with the [OVERARCHING POLICY - Policy for Inmate Classification and Placement](#).

All staff must be familiar with the overarching policy prior to utilising this document.

The overarching policy and the instructions and procedures within this document apply to all staff involved in the inmate classification and placement processes within New South Wales correctional centres.

Clause 11 of the [Crimes \(Administration of Sentences\) \(CAS\) Regulation 2014](#) includes the requirement of an inmate's classification under clause 12, 13, or 14 to be reviewed at least once in every 12 months and at other times as the Commissioner determines.

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

2 Related documents

The policy and procedures within this document are to be implemented in conjunction with the relevant sections of the Custodial Operations Policy and Procedures (COPP) and other related policy and procedures.

- [Management of Public Correctional Centres Services Specifications](#)
- [Custodial Operations policy and Procedures \(COPP\) - Section 3 – Management of Specific Inmates](#)
- [COPP - Section 18 - Inmate Drug and Alcohol Testing](#)
- [COPP - Section 3.11 - Behaviour Management](#)
- [Commissioner's Instruction 2006/22 Classification Progression from Maximum Security to Minimum](#)
- [Commissioner's Memorandum 2010/61 Urgent Transfers of Serious Offenders](#)
- [Commissioner's Memorandum 2014/32 Forensic Patients - Compliance with Court and Tribunal Orders](#)

This policy and procedures must be followed for every Classification and Placement Review Assessment. In addition the following procedures must also be utilised where applicable:

- [Inmate Classification and Placement - Category AA and Category 5 Inmates](#)
- [Inmate Classification and Placement - Return to Custody of HSMC 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 - Inter Jurisdictional Transfers between YNSW and CSNSW](#)
- [Inmate Classification and Placement - Progression to C3/Cat 1, and ELP](#)
- [Inmate Classification and Placement - SORC and Subcommittee Managed Inmates](#)
- [Inmate Classification and Placement - Immigration Matters](#)

- [Inmate Classification and Placement - CSNSW Placement Guide](#)

3 Procedure for Classification and Placement Review Assessments

In accordance with legislative requirements, every inmate in correctional centres throughout NSW must have their classification reviewed at least once in every 12 month period.

As with all initial assessments, there are two separate classification models – for male and female inmates. All inmates will be classified into one of the categories as detailed in the overarching policy.

The letter 'U' is used by Corrective Services NSW to signify an unsentenced inmate (male and female). It is not a classification.

The inmate must be present for any classification and placement assessment unless exceptional circumstances exist, e.g. absent at medical appointment. Such circumstances must be noted in the classification narrative summary.

3.1 General considerations

Every inmate is to be designated an appropriate classification level under Clause 12, 13, 14 or 14 (A) of the [CAS Regulation](#) as detailed in the overarching policy.

As a guide, consideration is to be given to an inmate's custodial history when assessing for classification and placement, noting that poor custodial history does not, in itself, restrict classification progression.

In determining the classification and placement of inmates within NSW correctional centres, the Commissioner must have regard to the factors in accordance with clause 20 of the [CAS Regulation](#).

In accordance with clause 19 of the [CAS Regulation](#) consideration must be given to any advice received from NSW Police or any other public authority, Commonwealth, other State or Territory, established for law enforcement, security or anti-terrorism purposes.

Classification and Placement Teams (CPT) must consider any previous case plans, CPT and Manager/Deputy Manager, Classification and Placement (M/DMCP) recommendations and decisions relating to the inmate in this episode in custody before commencing the current review.

The classification and placement of an inmate is designed to address individual and identified needs in response to offence/s committed for which the offender has been sentenced.

In carrying out the provisions of the Regulation there is to be a presumption that an inmate will always obtain a significant rehabilitative benefit from programs, including external leave programs (ELP), when motivated to participate.

When an inmate is in the last 12 months of their sentence and will require community supervision, Community Corrections are to be invited to attend the CPT. CSI is to be invited to attend or provide a report, when an inmate is on a work readiness program.

Additional factors that must be considered during the inmate classification and placement process include:

3.1.1 Classification and placement of inmates with further charges, convictions and/or appeals

Where there are outstanding charges and bail has been refused, or where parole is not granted, the inmate must be assessed to determine an appropriate security classification.

Risk assessment results act as guidelines in determining the level of security required. The refusal of bail or parole, in itself, is not an indication that the inmate is a security risk requiring the highest level of classification rating.

The Sentence Administration officer in each correctional centre is responsible for notifying the Senior/Classification & Placement Officer (S/CAPO), in writing/email of any significant change or likely change in the inmate's legal circumstances, including:

- when it is known that an inmate has had an order issued;
- when a Section 25 order has been made;
- when the Crown or inmate lodges an appeal;
- when additional conviction/s have been recorded.

Upon receiving this advice, the S/CAPO must list the inmate for a review of classification and placement, irrespective if bail has been granted or refused.

The local centre Sentence Administration Unit must bring the following matters to the S/CAPO which include, but are not limited to:

- further charges;
- section 77 Order/s;
- result of an appeal hearing;
- a Section 25 Local Leave order for Police Interview;
- notification of the inmate being of interest to Department of Home Affairs (DHA) – National Character Consideration Centre (NCCC);
- notification of possible extradition proceedings;
- notification of a revocation of parole, Intensive Corrections Order (ICO) or Reintegration Home Detention (RHD);
- any other matters that may impact on an inmate's placement in accordance with the [OVERARCHING POLICY - Policy for Inmate Classification and Placement](#) - Classification Considerations.

The CPT and D/MCP should consider outstanding charges where bail is refused and where bail has been granted but cannot be entered into due to a current full-time sentence which has not been completed. Assessment should consider the decision of the court and must assess each inmate individually to determine if current security classification and/or placement are appropriate.

Outstanding charges of a serious nature, including but not limited to murder, armed robbery, serious assault, sexual offences and major drug offences should be viewed cautiously. In such cases a maximum/medium security rating may be an appropriate recommendation/determination pending finalisation of all court matters.

Where an inmate is already rated as minimum security and minor offences are pending with no lengthy increase in sentence likely, or where additional conviction/s recorded with no increase of significance in sentence imposed, it would be appropriate for the CPT not to recommend, and the M/DMCP not to ratify a regression in classification unless significant additional factors are known.

When a sentenced inmate with no outstanding charges appeals the sentence, is granted and enters into bail pending the appeal outcome, but has bail revoked before the appeal is dealt with and returns to custody, they do not require an initial classification to be made. The inmate, on returning to custody as a sentenced inmate must have the classification at the time bail is reviewed with consideration given to reason/s for bail revocation.

A C2/Cat2 inmate may not progress to a C3/Cat1 classification (enabling consideration for access to ELP) until the inmate is clear of all outstanding court matters that may result in a change to Earliest Possible Release Date (EPRD) on current sentence/s.

A Classification and Placement Review Assessment is to be scheduled to occur as soon as practical following the scheduled court hearing of further charge/s, or of any subsequent hearing date set down. This review date is to be set by M/DMCP when doing data entry on the relevant screen.

An inmate, who has a conviction and/or sentence quashed by an Appeal Court and a new trial ordered, reverts to 'unsentenced' status and is to be classified accordingly.

3.1.2 Clear of court

A Classification and Placement Review Assessment is to be scheduled after finalisation of all outstanding court matters.

3.1.3 Progression in security categories

Commissioner's Guidelines for classification progression of serious offenders are not to be used for non-serious offenders.

In accordance with [Commissioner's Instruction 2006/22](#), when a sentenced inmate who is clear of court and classified to a maximum security classification is being recommended for progression to a minimum security classification, bypassing medium security, such a recommendation must be forwarded to the Director, Offender Classification & Placement (DCP) by the M/DMCP prior to ratification. The DCP will then seek the approval of the Commissioner for such a progression to be made.

In making such a recommendation, special circumstances should be detailed in documentation forwarded to the DCP. This instruction applies only to sentenced inmates who are clear of court. It does not apply to inmates who have been reclassified to maximum security pending further court, nor does it apply to unsentenced inmates who are classified to a maximum security classification prior to court matters being finalised.

If an inmate is eligible for consideration for a C3 / Cat1 at their next scheduled review date, but that review date is later than the date that they could commence participating in ELP, an early review is to be given to ensure participation in ELP/s to the full extent possible.

3.1.4 Decision by State Parole Authority (SPA) not to release to parole

A decision by the SPA not to release an inmate to parole at any particular parole review hearing does not, in itself, restrict classification progression for that inmate. The classification of the inmate is a decision to be taken by CSNSW after considering all matters through the normal classification review processes.

3.1.5 Young Adult Offender – male

Male inmates who are eligible for a Young Adult Offender (including Adult Nucleus) Program are to be identified for such programs and transferred directly to the appropriate centre. Refer to the *Identifying Short Sentence Inmates for Interventions* sub-policy, see *Young Adult Offender* for further information. Note this is currently under review.

3.1.6 Medical transfers to Long Bay Hospital (LBH) and MRRC

Inmates on medical transfers to the LBH are to have their classification and placement reviews completed by the correctional centre before transfer when sufficient appointment notification is given and when it is known that the normal review date will fall within six weeks from the date for the medical transfer.

An inmate transferred to the LBH, or the MRRC for psychiatric assessment/intervention is to have their classification and placement review at the completion of assessment/treatment and before transfer to a mainstream correctional centre.

Any requirements stipulated in a medical management plan for the inmate must be considered in determining suitable placement.

3.1.7 Inmates awaiting extradition

When advice is received that an inmate is required for extradition to another state or country to face charges or serve a sentence, this fact alone does not necessarily suggest that the inmate be held in maximum security. However, the inmate, must be held in a secure area of at least C1 (male), or Cat3 (female) security rating.

The Governor, on receipt of such advice, must ensure that the relevant M/DMCP is notified to ensure that the inmate's classification and placement can be immediately reviewed. The M/DMCP is to notify the Manager, Classification and Placement, Indigenous Programs and the Director, ASPU of such advice when the inmate concerned is Aboriginal.

The S/CAPO, must obtain from the Sentence Administration Unit relevant information, including the classification and placement of the inmate, available from the State giving notice of extradition from NSW.

The M/DMCP will then determine suitable classification and placement while awaiting extradition, or, in the case of a serious offender or an inmate managed by the HSMC, make an urgent recommendation on placement to the Assistant Director, Classification and Placement (ADCP).

In deciding what action is appropriate, the M/DMCP is to consider:

- the grounds for extradition,
- the nature of the offence for which the inmate is currently imprisoned,
- the inmate's behaviour, trustworthiness, personal circumstances, prior record, attitude

toward extradition, time still to serve,

- prior escape or breach of trust record, if any, and
- the inmate's current classification and placement.

The M/DMCP is to ensure that known grounds for future extradition are considered, with recorded notation on the inmate's Case Management File (CMF), at each review of classification considering a reduction in classification and the inmate's placement.

3.1.8 Sign off or vary care in placement (CIP) status

When at a review an inmate is 'signing off' or varying a 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](#).

Where it is determined removal or variation of a CIP order is appropriate under the provisions of COPP [3.2](#) and [3.3](#), the inmate is to be reviewed by the CPT and an appropriate placement recommended.

In the case of an inmate being managed on a CIP regime as a result of an isolated incident and/or a local issue only, and where centre management have determined the CIP regime will be removed or varied to facilitate placement at a new GOC. The COP can be utilised without the need for an [Assessment tool - Inmates under threat](#).

In the case of a pattern being displayed where an inmate has been managed on a CIP order, or where a clear threat exists if the inmates CIP regime was to be removed or varied to facilitate placement at a new GOC. The COP must not progress without an [Assessment tool - Inmates under threat](#) being conducted.

Discretion lies with the M/DMCP in these cases.

3.2 Considerations guide

FACTORS	CONSIDERATION	RESPONSIBILITY
Appropriate classification	Ensure each inmate is reviewed at least once in every 12 months and receives a classification including security rating and placement allocation, within legislative requirements.	CPT M/DMCP
Previous custody and conduct	Where applicable, the inmate's security level and related behaviour when last in custody as well as behaviour and conduct whilst unsentenced and prior to review.	S/CAPO obtain prior to CPT meeting M/DMCP
Criminality / sentence length	<ul style="list-style-type: none"> • First time in custody • Severity of offence • Length of sentence imposed by the court • Previous Criminal History • Behaviour in custody • Ascertain whether an inmate is clear of court (no further charges) 	CPT M/DMCP
Advice received from	Advice from other agencies such as NSW Police or other public authority, Commonwealth, other state or territory established for law	CPT M/DMCP

FACTORS	CONSIDERATION	RESPONSIBILITY
other agencies	enforcement, security or anti-terrorist purposes.	
Case plan compliance	Consult with CMU and case plan to ensure placement of inmate allows case plan goals can be achieved.	CMU CPT M/DMCP
Further charges, convictions and/or appeals	Matters are identified and correct personnel are advised so a review can be completed to determine appropriate classification and placement.	Sentence Admin S/CAPO CPT M/DMCP
Progression in security rating	Ensure recommendations and decisions are in accordance with legislative requirements and Commissioner's guidelines.	CPT M/DMCP DCP
Young adult offender	Identification and referral for age appropriate program intervention.	CPT M/DMCP
Medical transfer to LBH, MRRC	Ensure reviews are completed prior to transfer if scheduled review is within 6 weeks, and on completion of treatment to ensure classification and placement is appropriate.	CPT M/DMCP

4 Classification and Placement Review Assessment quorum

All classification and placement review assessments for all inmates; sentenced and unsentenced must use the following quorum in all correctional centres in NSW:

4.1 CPT quorum of (2) two

Consisting of:

- The Functional Manager (FM) Case Management (CM), and the
- S/CAPO.

The CPT must complete the relevant sections of the OIMS questionnaire, and include a recommendation and submit to the M/DMCP for ratification.

If variation to the above is required, written application outlining the rationale for request is to be made to the DCP.

Any staff members acting in the roles within this document adopt the responsibilities as prescribed in this process.

5 Classification and Placement Review Assessment Types

The inmate who is having their classification and placement reviewed must be present during the process unless exceptional circumstances exist, e.g. absent at medical appointment. Such circumstances must be noted in the classification review (refer also to [COPP Section 3 Management of specific inmates](#)).

There are two categories of classification and placement reviews:

5.1 Scheduled Reviews

Scheduled reviews are conducted for sentenced and unsentenced inmates and are undertaken 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 M/DMCP.

5.2 Unscheduled Reviews

An unscheduled review is any review that is conducted outside of the planned review date. It can be conducted for unsentenced and sentenced inmates.

Examples of scenarios where unscheduled reviews may be utilised include, but are not limited to:

- Additional court matters, and/or
- Significant extension to EPRD, and/or
- Involvement in an incident, and/or
- Unsatisfactory behaviour, and/or
- On compassionate grounds at the direction of an authorised officer, and/or
- Any other reason at the direction of an authorised officer

NB: authorised officers are as detailed in: [Authority to initiate an unscheduled review](#).

5.2.1 Authority to initiate an unscheduled review

An unscheduled review can only be authorised by the Governor (or delegate), M/DMCP, ADCP, or DCP and must be accompanied by cogent, well supported argument. Where the unscheduled review is as a result of unsatisfactory behaviour, documented evidence must evidence this.

5.2.2 Inmate application for unscheduled review

Any inmate can apply for an unscheduled (early) review at any time other than the scheduled period. These applications must be in writing via an Inmate Application Form (IAF) or Inmate request Form (IRF), the IAF and IRF must be process in accordance with the [COPP 9.1 Inmate applications and requests](#).

Following the approval for the unscheduled review to progress, in accordance with the guidelines of [Authority to initiate an unscheduled review](#), the IAF and/or IRF must be included in the Classification package and made available to the D/MCP prior to being the assessment being ratified.

5.3 Classification and Placement Review – Long Term Unsentenced (Male and Female)

When it is identified that a classification and placement review assessment for an unsentenced inmate is required, the following steps must then occur:

- The S/CAPO must compile a classification and placement review package. Correctional centre needs will vary, suggested documents include, but may not be limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- The S/CAPO is to ascertain whether an inmate is clear of Court (no further charges outstanding).
- The S/CAPO must enter the assessment in OIMS:
 - Case Management – Offender Assessment screen
 - Enter a new assessment – Review of Classification (ROC)
 - Authority – enter relevant authority i.e. for S/CAPO - Classification & Case Management Review Coordinator (CCMCR)
 - Location – enter location where assessment is conducted
 - Assessor – should self-populate the S/CAPO OIMS username
 - Assessment Date – will self-populate date assessment commenced
- Convene CPT, the S/CAPO must ensure the following are available:
 - Warrant File
 - CMF
 - Review package
 - Any other relevant documentation, such as an inmate application or request
- Ensure completion on the OIMS Assessment Questionnaire for sections:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- Approval screen completed and the review is ratified by the M/DMCP (for all inmates other than SORC or HSIMC).
- SORC and HSIMC inmates – M/DMCP makes additional comments with the M/DMCP, in

forming an opinion on appropriate placement, including consideration of matters in Clause 20 is to review the recommendation of the CPT. Where the outcome is either varied or rejected this must be detailed in the approval comments.

- S/CAPO is to ensure the FM CM receives the ratified review assessment decision.
- The FM CM is to notify the inmate of the ratified review assessment decision and give the inmate the opportunity to sign the final assessment page.
- In the event the inmate refuses to sign the S/CAPO is to record this.
- The S/CAPO is to ensure the complete review assessment package, including signed ratified decision is placed on the inmates CMF and local record management processes are followed.
- The S/CAPO is to raise a Section 23 movement order request to GOC, where appropriate.

When a M/DMCP rejects a recommendation of a CPT, they must give clear reasons for the rejection in the approval comments section of OIMS and ensure that the inmate is provided with the classification decision for their acknowledgement and signature.

The Manager of Security (MOS) (or Functional Manager Security in those correctional centres which operate without a MOS and Governor) does not need to comment on classification and placement review recommendations for unsentenced inmates, with the exception of:

- where regression on security rating is recommended;
- High Security Inmate Management Committee (HSIMC) reviews.

5.4 Classification and Placement Reviews Unsentenced - checklist

PROCEDURE	RESPONSIBILITY
1 Identify inmate for classification and placement review assessment.	S/CAPO
2 Assess escape history, and/or current alleged escape offences, or escape risk. Where applicable refer to Sentence Administration Corporate for clarification and/or D/MCP for determination.	S/CAPO
3 Compile hard copy classification and placement package. Note correctional centre needs will vary. Suggested OIMS reports and documents include, but may not be limited to: <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 	S/CAPO
4 Ascertain if inmate is clear of court or has further charges outstanding.	S/CAPO
5 Commence Classification and Placement Review Assessment in the OIMS: <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 	S/CAPO

PROCEDURE	RESPONSIBILITY
<ul style="list-style-type: none"> Assessment Date: will self-populate date 	
<p>6 [REDACTED]</p>	[REDACTED]
<p>7 Prepare a schedule of Classification and Placement Review Assessments for the CPT.</p>	S/CAPO
<p>8 Ensure the following are available for the CPT:</p> <ul style="list-style-type: none"> Warrant File CMF Review package Any other relevant documentation, such as an inmate application or request. 	S/CAPO
<p>9 Convene the CPT: Ensure correct quorum of:</p> <ul style="list-style-type: none"> S/CAPO and FM CM M/DMCP and S/CAPO (MRRC and SWCC only) 	Chair – FM CM Chair – M/DMCP
<p>10 [REDACTED]</p>	[REDACTED]
<p>11 [REDACTED]</p>	[REDACTED]
<p>12 [REDACTED]</p>	[REDACTED]
<p>13 [REDACTED]</p>	[REDACTED]
<p>14 [REDACTED]</p>	[REDACTED]
<p>15 [REDACTED]</p>	[REDACTED]
<p>16 [REDACTED]</p>	[REDACTED]
<p>17 [REDACTED]</p>	[REDACTED]
<p>18 Prepare for approval:</p> <ul style="list-style-type: none"> Schedule of completed CPT's, including CPT recommendations Review package including signed CPT CMF Warrant File 	S/CAPO

PROCEDURE	RESPONSIBILITY
19 [REDACTED]	[REDACTED]
20 Approve/Ratify Review Classification and Placement assessment. Final recommendations for: HSIMC	M/DMCP
21 Forward decision to FM CM for inmate to sign as acknowledgement of the decision.	S/CAPO
22 Ensure inmate is given the opportunity to sign the acknowledgement.	FM CM
23 In the event the inmate declines to sign, enter a comment recording such.	S/CAPO
24 Ensure hard copy CPT package, including signed questionnaire is filed on the inmates CMF. Ensure local record management processes are followed.	S/CAPO
25 Raise S23 escort request where appropriate.	S/CAPO
26 Recording of statistics in accordance with ADCP direction.	S/CAPO
Note: OIMS Questionnaire references may be out of date as a result of the recent change in processes (CMT to CPT). This is currently under review with the OIMS team; this resource will be updated when the review is complete.	

Any staff member acting in the roles within this document adopts the responsibilities as prescribed in this process.

If any variation to the above is required written application outlining rationale for request is to be made to the DCP.

5.5 Classification and Placement Review – Sentenced (Male and Female)

The following steps must occur for all Classification and Placement Review Assessments for sentenced inmates (male and female):

- The S/CAPO must compile a classification and placement review package. Correctional centre needs will vary, suggested documents include, but may not be limited to:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- The S/CAPO is to ascertain whether an inmate is clear of court (no further charges outstanding).
- The S/CAPO must enter the assessment in OIMS:
 - Case Management – Offender Assessment screen

- Enter a new assessment – Review of Classification (ROC)
- Authority – enter relevant authority I.e. for S/CAPO - Classification & Case Management Review Coordinator (CCMCR)
- Location – enter location where assessment is conducted
- Assessor – should self-populate the S/CAPO OIMS username
- Assessment Date – will self-populate date assessment commenced
- Convene CPT, the S/CAPO must ensure the following are available:
 - Warrant File
 - CMF
 - Review package
 - Any other relevant documentation, such as an inmate application or request
- Ensure completion on the OIMS Assessment Questionnaire for sections:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- 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 HSIMC managed inmates
- Reviews when a Public Interest Inmate is being referred to the PRLC
- Reviews when an escapee is being referred to the Escape Review Committee (ERC) for consideration
- [REDACTED]
- Approval screen completed and the review is ratified by the M/DMCP (for all inmates other

that SORC or HSIMC).

- SORC and HSIMC inmates – M/DMCP makes additional comments with the M/DMCP, in forming an opinion on appropriate placement, including consideration of matters in Clause 20, is to review the recommendation of the CPT. Where the outcome is either varied or rejected this must be detailed in the approval comments.
- S/CAPO is to ensure the FM CM receives the ratified review assessment decision.
- The FM CM is to notify the inmate of the ratified review assessment decision and give the inmate the opportunity to sign the final assessment page.
- In the event the inmate refuses to sign the S/CAPO is to record this.
- The S/CAPO is to ensure the complete review assessment package, including signed ratified decision is placed on the inmates CMF and local record management processes are followed.
- The S/CAPO is to raise a Section 23 movement order request to GOC, where appropriate.

When the M/DMCP rejects a recommendation of a CPT, they must give clear reasons for the rejection in the approval comments section of OIMS and ensure that the inmate is provided with the classification decision for their acknowledgement and signature.

CSI involvement is encouraged noting invaluable knowledge of the inmate.

CMUs are to update case plans in accordance with Case Management in Correctional Centres Policy and Procedures.

5.6 Classification and Placement Reviews Sentenced - checklist

PROCEDURE	RESPONSIBILITY
1 Identify inmate for classification and placement review assessment.	S/CAPO
2 Assess escape history, and/or current alleged escape offences, or escape risk. Where applicable refer to Sentence Administration Corporate for clarification and/or D/MCP for determination.	S/CAPO
3 Compile hard copy classification and placement package. Note correctional centre needs will vary. Suggested OIMS reports and documents include, but may not be limited to: <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 	S/CAPO
4 Ascertain if inmate is clear of court or has further charges outstanding.	S/CAPO
5 Commence Classification and Placement Review Assessment in the OIMS: <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 	[REDACTED]

PROCEDURE	RESPONSIBILITY
<ul style="list-style-type: none"> █ [REDACTED] █ [REDACTED] █ [REDACTED] 	
<p>6 [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	[REDACTED]
<p>7 Prepare a schedule of Classification and Placement Review Assessments for the CPT.</p>	S/CAPO
<p>8 Ensure the following are available for the CPT:</p> <ul style="list-style-type: none"> • Warrant File • CMF • Review package • Any other relevant documentation, such as an inmate application or request. 	S/CAPO
<p>9 Convene the CPT: Ensure correct quorum of:</p> <ul style="list-style-type: none"> • S/CAPO and FM CM • M/DMCP and S/CAPO (MRRC and SWCC only) 	Chair – FM CM
<p>10 [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	[REDACTED]
<p>11 [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	[REDACTED]
<p>12 [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	[REDACTED]
<p>13 Finalise narrative summary.</p>	CPT/FM CM
<p>14 Assessment recommendation. Provide inmate opportunity to sign assessment classification.</p>	CPT/FM CM
<p>15 OIMS Questionnaire – S5 - Completed by MOSP(E) - Note this stakeholder is no longer included in the CPT process. Enter “No” with a “N/A” comment.</p>	CPT/FM CM
<p>16 OIMS Questionnaire - S6 - Completed by Manager Security – Input required for all sentenced reviews.</p>	MOS
<p>17 [REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> █ [REDACTED] █ [REDACTED] █ [REDACTED] 	[REDACTED]

PROCEDURE	RESPONSIBILITY
for behavioural reason/s <ul style="list-style-type: none"> • Reviews for SORC managed inmates • Reviews for HSIMC managed inmates • Reviews when a Public Interest Inmate is being referred to the PRLC • Reviews when an escapee is being referred to the Escape Review Committee (ERC) for consideration 	
18 Prepare for approval: <ul style="list-style-type: none"> • Schedule of completed CPT's, including CPT recommendations • Review package including signed CPT • CMF • Warrant File 	S/CAPO
19 OIMS Questionnaire – Section 8 – Completed by Manager/Deputy Manager Classification & Placement - answer all questions.	M/DMCP
20 Approve/Ratify Review Classification and Placement assessment. <ul style="list-style-type: none"> • Final recommendations for: • Reviews for SORC managed inmates • Reviews for HSIMC managed inmates • Reviews when a Public Interest Inmate is being referred to the PRLC • Reviews when an escapee is being referred to the Escape Review Committee (ERC) for consideration 	M/DMCP
21 Forward decision to FM CM for inmate to sign as acknowledgement of the decision.	S/CAPO
22 Ensure inmate is given the opportunity to sign the acknowledgement.	FM CM
23 In the event the inmate declines to sign, enter a comment recording such.	S/CAPO
24 Ensure hard copy CPT package, including signed questionnaire is filed on the inmates CMF. Ensure local record management processes are followed.	S/CAPO
25 Raise S23 escort request where appropriate.	S/CAPO
26 Recording of statistics in accordance with ADCP direction.	S/CAPO
Note: OIMS Questionnaire references may be out of date as a result of the recent change in processes (CMT to CPT). This is currently under review with the OIMS team; this resource will be updated when the review is complete.	

Any staff member acting in the roles within this document adopts the responsibilities as prescribed in this process.

If any variation to the above is required written application outlining rationale for request is to be made to the DCP.

5.7 Classification Consultative Group (CCG)

The M/DMCP will convene a Classification Consultative Group (CCG) meeting when:

- 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.

5.8 CCG Membership

The CCG is comprised of:

- the M/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, when not on duty or in exceptional circumstances the membership may be delegated to a lower ranking officer.

5.9 CCG Procedures

The D/MCP must complete the OIMS Questionnaire at the time and date the CCG is requested. The following procedures must be followed:

PROCEDURE	RESPONSIBILITY
1 Complete OIMS Questionnaire S8 - <i>Completed by Manager/Deputy Man Class & Placement</i>	M/DMCP
2 Complete S8 Q – <i>Is a Classification Consultative Group (CCG) required to be convened?</i> <ul style="list-style-type: none">• Tick Yes	M/DMCP
3 Complete S8 Q - <i>Enter names and titles of staff in attendance at CCG. Data entry must include:</i> <ul style="list-style-type: none">• Enter the Title and name/s of the all CCG members• Enter the date the CCG was called	M/DMCP
4 In the event the CCG has reached an agreement the remainder of the OIMS questionnaire must be completed in accordance with Classification and Placement Review – Sentenced (Male and Female) Where CCG was not completed on the same date it was commenced, the approval date must be reflected in the Approval screen.	M/DMCP
5 In the event the CCG does not reach an agreement, and the D/MCP does not support the recommendation of the MOS or FM – Security, a dissenting report is to be referred to the DCP or ADCP for their determination.	M/DMCP
6 To ensure this information is clearly recorded and available, the D/MCP must also summarise the content of the dissenting report in the OIMS Questionnaire narrative summary, directly after the CPT summary (similar to the process with SORC assessments). This summary must include all members of the CCG and their reasoning	M/DMCP

PROCEDURE	RESPONSIBILITY
7 Make final determination and complete the OIMS Questionnaire and Approval screen.	A/DCP

Staff members who may be required to form a CCG (i.e. MCP DMCP, FM Security, MOS) must not participate in the CPT, and must not be present during CPT deliberations to ensure process integrity. Nor are they to be signatories to the CPT recommendations.

5.10 CCG – SORC managed inmates

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. Details of the CCG and its outcome must be included in the MCP or DMCP recommendation comments.

5.11 Regression in security classification

A security classification in accordance with legislative requirements signifies a level of trust which is accorded to an inmate.

A regression in classification is not to be used as a punishment but may be a consequence of undisciplined behaviour. The MOS is to be alerted before an inmate's physical attendance at a CPT Review when the CPT is considering recommending a regression in classification.

An inmate's classification is to be reviewed for regression consideration in those cases where:

- there has been a significant extension of the earliest possible release date (EPRD);
- the inmate has failed to respond to the level of trust placed in the inmate signified by the existing classification rating that the inmate enjoys (e.g. substantiated assaults on staff or inmate/s; documented stand-over tactics in minimum security situations; consistent record of non-compliance with centre routines).

An unscheduled review can only be authorised by the Governor (or delegate), M/DMCP, ADCP, or DCP and must be accompanied by cogent, well supported argument and with documented evidence of the inmate's unsatisfactory behaviour.

When an inmate is being considered for regression and where the CPT has not recommended regression (the Governor's comments therefore would not have been required), a CCG is to be convened. Should regression be determined, the M/DMCP is to notify the Governor in writing/email to ensure they are kept informed.

The M/DMCP must not ratify a recommendation to regress an inmate's classification unless such a recommendation is accompanied by satisfactory reports to the claim support the argument of the inmate's unsatisfactory behaviour. Correctional Centre staff must demonstrate that they have attempted to use other local management strategies, e.g. Behavioural Management Plan (BMP)/ plans, to address issues before recommending a transfer to another correctional centre, except in case/s where security of the centre and/or safety of staff, community, other inmate/s is at risk.

Likewise, a determination not to progress an inmate's classification on the basis of recurring behavioural problems must be supported by reports and case note entries.

An inmate's classification designation is guided by an assessment of risk, and therefore the principle of the balance of probabilities is to apply. Staff participating in classification reviews must be careful to balance the needs of the inmate with the perceived risk to the community, staff, other inmate/s and/or the good order of the correctional centre.

The return of a positive urine sample or a positive test for alcohol consumption does not, in itself, provide grounds for regression in classification. If an inmate has committed an offence under the [CAS Regulation](#) or committed some other criminal act, then disciplinary procedures and/or a police investigation should be implemented. However, the breaking of a local BMP/plan or repeated positive urine samples or tests for alcohol consumption may provide grounds for regression.

Any breach of ELP requirements should result in a review which may result in a regression in classification if the breach is considered serious, or is indicative of an unsatisfactory attitude by the inmate to the ELP requirements. A regression in classification and/or a change of placement is not automatic. The Governor has discretion to impose a local penalty in the case of a breach occurring e.g. temporary suspension from ELP/or part program participation.

Where an inmate has their classification regressed and/or is removed from a correctional centre pending an investigation either by Police, external bodies or CSNSW officers, the comments field attached to the classification decision must reflect this. An inmate should not be moved from the centre pending the outcome of an investigation unless it can be demonstrated that the integrity of the investigation, security of the centre and/or safety of staff, community or other inmate/s is at risk if the inmate is not transferred to another centre. It is incumbent on management at the receiving correctional centre to monitor the outcome of the investigation and to organise a review of the inmate's classification when the investigation is complete. Where the allegations are found to have no substance, the inmate's progression in classification must not be compromised.

When a regression in security classification occurs, all reports from the area supporting such a decision are to be forwarded to the S/CAPO and are to be included in the Classification and Placement Review package.

5.11.1 Classification and Placement Reviews of inmates with mobile phone offences

Due to the threat to the security of the correctional centre posed by the possession of a mobile phone/s, any such occasion resulting in charges laid must be viewed as a serious security breach.

When the inmate is a minimum security classification and is in a minimum security area or centre, the inmate is to be moved to a secure area/centre with current classification, pending any Police charges.

If Police lay charges, the inmate's classification and placement is to be reviewed in light of such charge/s. If Police do not proceed to lay charges, the inmate's classification and placement is to be reviewed with this information taken into consideration.

Where charges were applied, once the outcome of the inmate's court proceedings regarding any charge/s laid are known, the classification and placement of the inmate is again to be reviewed taking into consideration the decision of the court.

In the case of a penalty being imposed by the court resulting from a guilty decision, the inmate should not be classified at a minimum security level at the review following the court decision. Should the court determine a not-guilty verdict, the classification and placement review of the inmate must carefully consider such a determination.

All subsequent reviews of the classification and placement of inmates involved in mobile phone incidents are to be in accordance with normal review processes as outlined in this document and the [OVERARCHING POLICY - Policy for Inmate Classification and Placement](#).

5.11.2 Classification and Placement Reviews of inmates returning positive urinalysis/breath testing results

The return of a positive urine/breath sample or the refusal to be tested does not, in itself, provide grounds for regression in classification. However, if an inmate has committed an offence under the [CAS Regulation](#) or committed some other criminal act, breached a local centre management contract/plan and/or returned a repeated positive sample/refusal to be tested, then disciplinary procedures should be implemented, and may provide grounds for a regression in classification.

A C2/Cat2 inmate whose urine sample has:

- provided evidence of illicit drug use
- tested positive for alcohol consumption
- refused to be tested within the three months immediately prior to the date of acceptance onto an ELP

is not eligible to be considered for progression to C3/Cat1 and participation in ELPs for a further 3 months from the date of toxicology/test results/refusal. This criterion does not apply to inmates on the Intensive Drug and Alcohol Treatment Program (IDATP) and Bolwara programs.

The return of a dirty urine sample or a positive test for alcohol consumption or a refusal to be tested by an inmate on an ELP may result in removal from the program for a period of up to six (6) months. Discretionary authority is with the Governor. An inmate who is removed from the program must return a clean urine and/ breath test or agree to be tested before consideration for re-admission.

6 Abbreviations

ACRONYM	MEANING
ADCP	Assistant Director Inmate Classification and Placement
CAPO	Classification and Placement Officer
CAS Act	Crimes (Administration of Sentences) Act 1999
CAS Regulation	Crimes (Administration of Sentences) Regulation 2014
CCG	Classification Consultative Group
CDTCC	Compulsory Drug Treatment Correctional Centre
CMU	Case Management Unit
COPP	Custodial Operations Policy and Procedures
CPT	Classification and Placement Team
CSNSW	Corrective Services New South Wales
DCP	Director Inmate Classification and Placement
DHA	Department of Home Affairs

DMCP	Deputy Manager Classification and Placement
ELP	External Leave Programs
EPRD	Earliest Possible Release Date
FM CM	Functional Manager Case Management
HSIMC	High Security Management Committee
ICO	Intensive Corrections Order
LBH	Long Bay Hospital
MCP	Manager Classification and Placement
MRRC	Metropolitan Remand and Reception Centre
MHRT	Mental Health Review Tribunal
NCCC	National Character Consideration Centre
RHD	Reintegration Home Detention
SCAPO	Senior Classification and Placement Officer
SPA	State Parole Authority
SOP	Sex Offender Programs
SORC	Serious Offenders Review Council

7 Document history

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