



## YATALA LABOUR PRISON – LOCAL OPERATING PROCEDURE

### OBSERVATION OF PRISONERS AT RISK OF SUICIDE/ SELF HARM – LOP 104

#### DOCUMENT DETAILS

Version: 06      Operative Date: Oct 2007      Document Review: Oct 2008  
 Application: All operational staff      Classification: Public  
 Authority: Correctional Services Act 1982

#### PROCEDURE SUMMARY ONLY

( NOTE: for detailed procedure refer to – Section 3 Procedure)

Yatala Labour Prison employees responsible for the supervision of prisoners must ensure the following:

- Where a prisoner is placed on camera observation regime, all potentially harmful articles must be removed from the prisoner and the camera cell must be thoroughly checked for hazardous and/ or prohibited items prior to the prisoner being placed in the cell.
- The prisoner must be strip searched and placed in a canvas smock or other clothing approved by the General Manager and provided with a canvas mattress and canvas blankets only.
- The Control Room Officer is assigned with observing the prisoner/s on camera observations.
- The Control Room Officer must undertake an observation of prisoners on camera observation every 30 minutes and note any unusual incident in the Control Room Journal.
- In the event the OIC has left the Control Room for any reason, the G Division Foyer Control Officer will undertake observation of the at risk prisoner/s every 30 minutes and note any unusual incident in the Foyer Journal.
- Backup observation will be conducted by the G Division Foyer Control Officer via a dedicated split screen monitor
- At risk prisoners may be progressed to another regime at the recommendation of a Prison Health Service Medical Officer.
- At the cessation of the at risk status must be documented on the prisoners case notes by the Unit Manager, CMC or OIC



CONTROLLED DOCUMENT – DO NOT MODIFY		
Local File No.:	YLP LOP 104	Version:
Created: Aug 2007	Modified:	Approved: Aug 2007

## 1. PURPOSE

To prescribe procedures for the management of prisoners considered to be at risk of suicide or self-harm.

## 2. GLOSSARY

- (1) **Self harm** – means the self-infliction of non-accidental physical harm or the deliberate failure to take action to avoid injury
- (2) **Attempted suicide** – means a deliberate act directed towards oneself with the intention of causing death
- (3) **Prisoner at risk** – means a prisoner who:
  - Has attempted suicide or has self harmed
  - Has expressed a wish or intent to suicide or self harm
  - Is thought to be at risk of suicide or self harm
  - Is showing signs of significant mental
  - On intake, is evaluated via the suicide risk screening process as being at risk of suicide or self harm
  - Is exhibiting uncharacteristic and/ or unusual behaviour
  - Is thought to be under the influence of an illicit substance as per 3.4 or prescribed medication inappropriately taken
- (4) **Illicit substance** – means a substance which, by nature or quantity consumed by an individual, has the potential to result in temporary or ongoing physical harm or psychological change that may place the prisoner or others at increased risk or cause disruption to the prison regime
- (5) **PHS Medical Officer** – means a registered medical practitioner
- (6) **Intervention Unit Staff Member** - means a Department for Correctional Services Psychologist, Social Worker or Aboriginal Liaison Officer based at Yatala Labour Prison
- (7) **Camera observation** – means the observation of a prisoner via a camera within G Division in the first instance.
- (8) **High Risk Regime** – means a regime in G Division, applied at the Manager's discretion, for the safe management of prisoners deemed to not require observations but in need of a regime in which access to means of self harm is minimised
- (9) **Step Down regime** – means a regime in the Infirmary, applied by a doctor whereby the prisoner is accommodated in a room on canvas regime monitored by nursing staff
- (10) **PSSHCF (Potential Suicide Self Harm Communication Form) Appendix A017/001** means a document that provides a record of the identification and action taken in relation to the management of potential self harm

## 3. PROCEDURE

### 3.1 Procedure for Observation Regimes

- (1) Where a prisoner is placed on a camera observation regime, Prison health Service Staff must notify the G Division Manager (during normal business hours) or the OIC (on watches/ weekends) as to the need for ongoing camera observation. This communication must occur daily and be case noted by the G Division Manager, CMC or OIC.
- (2) All potentially harmful articles must be removed from the prisoner and the camera cell must be thoroughly checked for hazardous and/or prohibited items prior to the prisoner being placed in the cell

CONTROLLED DOCUMENT - DO NOT MODIFY		
Local File No.:	YLP LOP No. 104	Version: E
Created: Aug 07	Modified: 5/16/07	Approved: Oc: 07





- (3) The prisoner must be strip searched and placed in a canvas smock or other clothing approved by the General Manager and provided with a canvas mattress and canvas blankets only.
- (4) The prisoner placed on observation in G Division must be reviewed by the Unit Manager or CMC at:
  - The am unlock
  - The pm unlock and
  - Prior to standing down on day shift
- (5) Where a change of management regime is indicated, the Unit Manager will consult with PHS, Intervention Staff and other relevant, including the General Manager.
- (6) Any reduction in observation regime must occur no later than the pm unlock to provide staff with opportunities to monitor the prisoner's adjustment prior to the conclusion of day shift.

### 3.2 Camera Observation

- (1) Camera observation cells fitted with cameras and infra-red lighting are located in G Division (cells 1.01, 2.01, 3.01, 4.01, 5.02)
- (2) Camera observations cells are used for prisoners who are
  - At risk of self harm or displaying signs of distress
  - Displaying behaviour consistent with the consumption of a prohibited substance: or
  - Have a medical condition that requires regular observation
- (3) When a prisoner is placed under camera observation, the G Division Unit Manager or CMC are to ensure the prisoner is added to the HRAT list.
- (4) The Control Room Officer will conduct camera observation of the prisoner/s at risk
- (5) The observation of prisoners will be a maximum of 4 prisoners – the 4 cameras are programmed to Monitor 4 in the Control Room. This monitor has been programmed to have vision of the 4 camera cells appear on monitor 4 and ½ hourly intervals
- (6) The Control Room Officer is to record an unusual incident in the Control Room Journal
- (7) In event that the Control Room staff are dealing with an incident or similar, G Division Foyer Officer is to be contacted in order to provide back up monitoring.
- (8) The Foyer Officer is to record any unusual incident in the Foyer Journal.
- (9) ***On completion of the incident or similar, the Control Room Officer is to take back responsibility for the on-going observation***
- (10) Back up observation will be conducted by the G Division Foyer Officer via a dedicated split screen monitor
- (11) Under special circumstances, Prison health Service Medical Officers may recommend that prisoners be accommodated in the Infirmary, to enable closer specialised observation and interaction by medical staff. This is referred to as the Step Down Regime

### 3.3 Incidents

- (1) In the event that the prisoner is observed attempting to self harm, the Control Room Officer must immediately notify the unit officers by calling a **Code Black** on the radio, and follow the procedures prescribed by Standard Operating Procedure 6 – Prisoner Death
- (2) All incidents must be reported in accordance with Standard Operating Procedure 4 – Incident Reporting and Recording

### 3.4 Direct Observations (15 minute observations) – G Division only – refer LOP 17

- (1) Where a prisoner is placed on 15 minute observations, direct (“naked eye”) observations must be undertaken by the G Division Circle Officer at intervals of no more than 15 minutes
- (2) On each occasion, the Circle Officer must initiate a verbal exchange with the prisoner unless there is good reason not to do so (eg prisoner appears to be asleep, blankets rising, etc)

CONTROLLED DOCUMENT – DO NOT MODIFY		
Local File No.:	YLP LOP No.: 104	Version: 6
Created: Aug 07	Modified: 5/10/07	Approved: Oct 07



(3) Every direct observation must be documented in the Journal

### 3.5 Restraints

(1) Physical restraints may be used to reduce the likelihood or opportunity of intentional or inadvertent self harm. The use of such restraints must be kept to a minimum and is to be closely monitored and documented in accordance with LOP 64 – Restraints

### 3.6 Staffing Requirements

- (1) Camera observations must be undertaken by the Control Room Officer on each shift (day, first and second watch) with backup passive observation by the G Division Foyer Officer
- (2) The officer undertaking camera observation duty will be responsible for a maximum of 4 prisoners via a dedicated split screen monitor

### 3.7 Progression from Observation Regime

- (1) At risk prisoners may only be progressed to another regime at the recommendation of a Prison Health Service medical Officer
- (2) The cessation of at risk status is to be documented on prisoner's case notes by the Unit Manager, CMC or OIC

### 3.8 Number of Prisoners on Observation Regime

- (1) A maximum of 4 prisoners will be monitored on camera observation in G Division, at any time
- (2) If greater than 4 prisoners are on observation regime at anyone time, the remainder will be observed by officers in the Infirmary under a constant observation regime

### 3.9 Observation of Women prisoners

- (1) Management of women prisoners on observation regime is to occur within the YLP Infirmary. Placement within G Division will not occur unless:
  - The prisoners behaviour is threatening to staff and others
  - The prisoner is disruptive to the Infirmary routine
- (2) Approval must be obtained from the Director Custodial Services prior to the placement of any women prisoners in G Division

## 4. PERFORMANCE

- (1) All communication between Prison Health Medical Staff and DCS Staff regarding prisoner at risk status is documented within the prisoners case note by the Unit Manager, CMC or OIC

### APPENDICES/ FORMS

PSSHCF (Potential Suicide Self Harm Communication Form – Appendix A017/001



Gary Oxford

General Manager, Yataa Labour Prison

15/10/2007



Maria Bordon

Director, Custodial Services

16/10/2007

CONTROLLED DOCUMENT – DO NOT MODIFY			
Local File No.:	YLP LOP No: 104	Version: 6	
Created: Aug 07	Modified: 5/12/07	Approved: Oct 07	
Page 4 of 4			

STATE  
CORONER  
EXHIBIT  
No. 0186