

Escorts Policy

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1.01	17 January 2018	Operational Policy	Update to position titles and policy determination references.
1.02	14 March 2018	Operational Policy	Update title and links for Youth Justice Procedure 6.0
1.1	3 April 2019	Operational Policy	Legislative amendments commenced 28 March 2019, addition of transfer process (removed from Accommodation Determination)
1.2	31 January 2020	Operational Policy	Revised requirements added to sections 4.2 and 11.4
1.3	29 February 2024	Operational Policy	Alignment with the Model of Care, Signs of Success, rebranding, and administrative updates.
2.0	21 January 2025	Youth Justice	Remove Transfers, revise use of force, searches and use of restraints

Acronyms	Full form
NT	Northern Territory
YDC	Youth Detention Centre

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1. Before an escort

1.1. Security Arrangements

1. All staff escorting young people must be trained in escort procedures, use of approved restraints and the use of force.
2. All Youth Justice Officers must wear their uniform.
3. Youth Justice Officers must always carry their Departmental employee identification card.
4. Detainees must be provided the opportunity to change into their own clothing prior to an escort for court or other reason at the discretion of the Superintendent. This clothing must be neat, tidy and appropriate for the circumstances.
5. The Shift Manager is responsible for ensuring a detainee who is being escorted outside of a Youth Detention Centre is supervised in accordance with the risk associated with the escort.
6. An escort risk rating assessment needs to be completed for every escort outside of a Youth Detention Centre and must be endorsed by the Shift Manager prior to the escort. This risk assessment comprises of a Site Risk Assessment, and a Young Person in Detention Security Risk Assessment.
7. All Youth Justice Officers must ensure the detainee is reviewed by the Primary Health Care Provider to ensure the detainee is fit for transfer and that any health care needs can be met during the transfer. Any concerns relating to the wellbeing of a detainee are to be communicated with the Primary Health Care Provider.
8. If a detainee has been reviewed by a Primary Health Care Provider within 24 hours of an episode of detention, another review does not have to be completed.
9. Prior to undertaking high, or extreme risk transfer, the Shift Manager is required to obtain written approval in accordance with the *Escorts Delegation Schedule*.

Site Risk Rating	Extreme	Medium	High	Extreme	Extreme
	High	Low	Medium	High	Extreme
	Medium	Low	Medium	Medium	High
	Low	Low	Low	Low	Medium
		Low	Medium	High	Extreme
Young Person Risk Rating					

Table 1: Transfer Risk Ratings

10. The Shift Manager must conduct a briefing with the escort officers prior to each transfer. During the briefing, the Shift Manager will designate an Officer in Charge of the escort who will be responsible for the communications between the transfer team and the Shift Manager, or Duty Manager.
11. The Superintendent/Duty Manager must ensure appropriate security arrangements are in place prior to extreme risk escorts, including briefing all people involved regarding the escort.

12. Youth Justice Officers will ensure the *Youth Detention Centre Escort Checklist* is completed prior to departure.

Transfer risk Rating	Staff	Restraints	Notifications	Approvals
Extreme	Minimum of three. Two in close proximity to the Detainee and hands on each arm and belt at all times unless approval is granted to remove.	Handcuffs and waist restraining belt applied if there is a belief on reasonable grounds, subject to s155 of the <i>Youth Justice Act 2005</i> . Use of restraints to be recorded on the register in the Case Management System	All lower risk rating notifications as well as notifications to the NT Police.	Superintendent (duty manager out of hours) with written notification to the Deputy Commissioner Youth Justice for awareness.
High	Consideration to be given for three staff but this can be facilitated by two staff to be in close proximity to the Detainee and hands on each arm and belt at all times unless approval is granted to remove.	Handcuffs and waist restraining belt applied if there is a belief on reasonable grounds, subject to s155 of the <i>Youth Justice Act 2005</i> . Use of restraints to be recorded on the register in the Case Management System	Duty Manager must be informed of the intention to depart, actual departure time, arrival at destination, departure from destination and return to the centre.	Superintendent (duty manager out of hours).
Medium	Two in close proximity to the Detainee and hands on each arm and belt at all times unless approval is granted to remove.	Handcuffs and waist restraining belt applied if there is a belief on reasonable grounds, subject to s155 of the <i>Youth Justice Act 2005</i> . Use of restraints to be recorded on the register in the Case Management System	Duty manager must be informed of intent to leave the site. Duty manager must be informed on return to the centre.	Shift Manager approval with Deputy Superintendent awareness.
Low	Two in close proximity at all times with hands on Detainee in public areas.	Waist restraining belt applied if there is a belief on reasonable grounds, subject to s155 of the <i>Youth Justice Act 2005</i> . Handcuffs to be carried Use of restraints to be recorded on the register	Duty manager must be informed of intent to leave the site. Duty manager must be informed on return to the centre.	Shift Manager approval with Deputy Superintendent awareness.

		in the Case Management System		
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Table 2: Escort Risk Rating Matrix

1.2. Restraints

1. A detainee may only be subject to restraint devices when under escort outside of a Youth Detention Centre by approved restraints and when there is a reasonable belief that the detainee will:
 - a. inflict self-harm; or
 - b. harm another person; or
 - c. seriously damage property; or
 - d. likely to attempt to escape lawful detention.
2. Waist restraining belts are preferred when transferring a detainee outside of the Youth Detention Centre.
 - a. Waist restraining belts may be used in combination with handcuffs where it is considered necessary to restrain a detainee's hand and arm movement to a greater extent.
 - b. Waist restraining belts will not be used on a pregnant detainee.
3. For all transfers, handcuffs and waist restraining belts must be on hand should the security risk of the transfer change at any time.
4. Use of restraints on detainees will be recorded in the Register of Use of Restraints maintained on the Case Management System.
- 5.

1.3. Searches

6. Prior to departing a Youth Detention Centre for a transfer, the detainee is to be assessed to determine whether there is a reasonable belief that a screening or search is necessary to ensure the safety of a person or to ensure the security of the detention centre.
7. If a reasonable belief is held, the screening or search, which includes a wand or pat-down search, must be conducted in accordance with *Policy Determination 2.1. Searches*.

1.4. Vehicle

8. For a low-risk escort a pool car may be used. For a medium, high or extreme risk escort, the Youth Detention Centre secure vehicle must be used.
9. The vehicle will be thoroughly searched prior to the escort and details of the search being completed will be recorded in the electronic vehicle search log sheet.
10. For escorts by way of aircraft, special risk management procedures apply, in accordance with the *Transport* information sheet.

2. During an Escort

2.1. Communications

11. The Officer in Charge will advise communications of any updates, concerns, issues or incidents during the escort.
12. The Officer in Charge will record any update in events during the escort in the communications log attached to the Escort Checklist. Events include (but are not limited to):
 - a. Concerns;
 - b. Issues;
 - c. Medical Treatment;
 - d. Medications Issued;
 - e. Meals Issued;
 - f. Rest breaks;
 - g. Incidents arising during the escort.
13. The Shift Manager will notify the Duty Manager when the detainee has departed/returned to a Youth Detention Centre and when they have arrived at the location.

2.2. Use of force

14. If force is deemed necessary for use during an escort, it must only be used by an authorised person in accordance with *Policy Determination 2.5. Use of Force*.

2.3. Escape or attempted escape

15. In a situation relating to detainee escape, pursuant to S167 of the *Youth Justice Act 2005*:
 - a. The superintendent of a detention centre or a member of the staff of the centre may exercise the powers of a police officer to arrest and take into custody a detainee who has escaped, or is otherwise unlawfully absent, from a detention centre.
 - b. A person exercising the powers of a police officer above:
 - i. Has the obligations of a police officer under the *Police Administration Act 1978*; and
 - ii. Has the same protection as a police officer under that act.
16. If a detainee attempts to escape, or escapes custody during an escort, the escorting Youth Justice Officer in charge must immediately notify the Superintendent and enact the attempted escape or escape procedures. Refer to the *Incident Management Plans for YDCs Procedure*.
17. If a detainee escapes during an escort, the escorting Youth Justice Officer in charge must immediately notify the Northern Territory Police Force and provide the circumstances of the escort and description of the detainee including any identifying features.
18. In the event of escape, Youth Justice Officers must do all that is reasonable in their powers to take the detainee into custody.
19. Use of force (including pursuit and capture) is authorised in accordance with s167 of the *Youth Justice Act 2005* and *Policy Determination 2.5. Use of Force*.

2.4. Transport

20. The mode of transport to the Youth Detention Centres carries different risks, and therefore different procedures. Youth Justice Officers will follow the *Transport* information sheet relevant to the mode of transport.

2.5. Supreme Court Escorts

21. The Officer in Charge will contact communications advising of presence upon arrival at the courthouse.
22. The Officer in Charge will hand over the transfer of custody paperwork and Detainee property to Supreme Court Sheriffs.
23. The Officer in Charge will advise Communications once transfer of custody as occurred.

2.6. Local Court Escorts

24. The Officer in Charge will ensure that all movements, visits, incidents, court outcomes, application of restraints, behaviour, meals and medication issued, and any other events of significance will be recorded in the escort log and that the log is uploaded to the Case Management System on completion of the escort. Any incidents that occur during the Escort will also be created and Officer reports completed before the end of shift.
25. The Officer in Charge will contact communications advising of presence upon arrival at the courthouse.
26. Detainees will be transferred from the escort vehicle to the court cells in line with *Determination 2.4. Use of Approved Restraints*.
27. When transferring a detainee from a vehicle to a court cell, or from a court cell to a vehicle, all efforts should be undertaken to ensure the place at which the transfer is occurring is as secure as reasonably possible.
28. The security gates at the Alice Springs Police Watchhouse Carpark adjacent to the Alice Springs Local Court should be closed secure prior to a detainee exiting a vehicle on arrival, or prior to leaving the court building for return to the vehicle. The security gates should only be opened once the youth is secure inside the court cells or the vehicle.
29. Once the detainee has been secured in the cell, restraints will be removed.
30. As soon as practicable, the Officer in Charge will notify the court registrar of the names of all detainees in the court cells.
31. Any visit request must be recorded and approved by the Officer in Charge.
32. When escorting detainees to the court room, they will be escorted using restraints in line with their risk rating.
33. The Officer in Charge will schedule staff meal breaks in line with court breaks to ensure that detainees are never left unsupervised.
34. The Officer in Charge will ensure that when a detainee is bailed or released from Court that all paperwork is correctly signed and uploaded to the case management system and notify communications of the release of the detainee.
35. Prior to departing the Office in Charge will check with the court registrar for any outstanding warrants and collect before departing or ensure that the warrants have been emailed to the Centre.
36. Upon departure the Officer in Charge will notify Communications of their departure and the names of any detainees returning to the Youth Detention Centre.

2.7. Other Escorts

37. The Officer in Charge will contact the local police station upon arrival in the community to alert police to the presence of the escort at the location where applicable.
38. The Officer in Charge will also contact communications advising of presence at the location.
39. At no time will the detainee be permitted to walk unaccompanied during an escort of any risk level.
40. The Officer in Charge will contact the shift manager if changes to restraints need to be made during the escort for reasons including hygiene breaks.
41. Youth Justice Officers will ensure the detainee has minimal contact with other detainees, especially young people who have been identified as co-offenders or previous detainees.
42. If at a funeral, or for an escort for compassionate reasons, the detainee will be permitted to contact their family, to the extent it does not threaten the security arrangements of the escort. Contact made with family will be made under close supervision.
43. For an escort relating to a cultural event and otherwise, the detainee will be permitted to have contact with the people approved by the Superintendent or Duty Manager.
44. Youth Justice Officers will ensure they will maintain a heightened awareness when in the community relating to prohibited items and individuals who may encourage a detainee to escape custody.
45. The Officer in Charge will ensure local police and communications are notified when an escort with an extreme risk rating is leaving the community and provide an estimated time of arrival (ETA) back to the Youth Detention Centre. Local police will be advised upon entering the Youth Detention Centre of arrival at the centre.

2.8. Medical Escorts

2.8.1. Emergency Arrangements

46. If a detainee is required to be transported to hospital by ambulance, the Superintendent must be notified immediately.
47. The Superintendent or delegate will notify the CEO or delegate, if a detainee is required to be transported to hospital.
48. The CEO or delegate, will make reasonable efforts to notify the parent, guardian or caregiver of the detainee as soon as practicable.
49. Details of the contact made with the parent, guardian or caregiver and the information provided to them must be recorded in the case management system at the earliest opportunity.
50. A detainee who is admitted to hospital under escort remains in the custody of the Superintendent. The detainee must remain under the supervision of an escorting Youth Justice Officer, unless the detainee is receiving medical treatment, meeting with their legal representative or has been involuntarily admitted by a medical practitioner under the *Mental Health and Related Services Act 1998*.

2.8.2. At the Hospital

51. The Officer in Charge will contact communications advising of presence at the hospital.
52. At no time will the detainee be permitted to walk unaccompanied during an escort, of any risk level.

53. After a careful assessment of the environment, consideration of the risk status of the detainee, and consideration of the sensitivity of the health assessment or treatment, or if requested by the treating health professional, an escorting Officer in Charge may permit a detainee to be examined and/or treated outside of the officer's view.
54. .
55. At the discretion of the Officer in Charge, wrist restraints may be removed and replaced with ankle cuffs where appropriate for detainee comfort.
56. Restraints may be removed at the request/direction of the treating physician for medical examination/treatment.
57. Detainees may not be secured to an immovable object with any kind of restraint.
58. The Superintendent must arrange for the person with parental responsibility (and/or family where appropriate) for the detainee is notified of the detainee's admission.
59. The Superintendent or Delegatemay give approval for the detainee to receive visits in the hospital in line with *Policy Determination 3.1 – Personal and Professional Visits*.
60. The Superintendent or Delegate must inform the escorting Youth Justice Officers of approved visitors and provide a visiting schedule.

3. Termination of Escort

61. The Officer in Charge and the Superintendent have the discretion to terminate an escort.
62. In the event of a termination of an escort in community, contact will be immediately made with the local police station and communications.
63. Care should be taken to avoid conflict with the detainee and community members in this circumstance. Clear communication is essential.
64. The following are grounds for termination of an escort:
 - a. Non-compliance from a detainee in response to reasonable requests.
 - b. Interference from individuals outside of the escort team.
 - c. Escape attempts.
 - d. An attempted or completed self-harm incident.
 - e. Escalation in mood.
 - f. Property damage.
 - g. Reasonable circumstances as determined by the Officer in Charge and the Superintendent.

4. Entering the YDC

4.1. Re-admission/Searches

65. Upon re-admission to the Youth Detention Centre, the detainee is to be assessed to determine whether there is a reasonable belief that a screening or search is necessary to ensure the safety of a person or to ensure the security of the detention centre.
66. If a reasonable belief is held, the screening or search, which includes a wand or pat-down search, must be conducted in accordance with *Policy Determination 2.1. Searches*.

- 67. Youth Justice Officers will direct the detainee to change their clothing to standard Youth Detention Centre attire.
- 68. All Youth Justice Officers must ensure the detainee is reviewed by the Primary Health Care Provider to ensure the detainee is fit for transfer and that any health care needs can be met during the transfer. Any concerns relating to the wellbeing of a detainee are to be communicated with the Primary Health Care Provider.
- 69. If a detainee has been reviewed by a Primary Health Care Provider within 24 hours of an episode of detention, another review does not have to be completed.
- 70. Youth Justice Officers will confirm the detainee's movement is completed, and property is returned on the Case Management System.
- 71. Youth Justice Officers will return the detainee to the appropriate unit of the Youth Detention Centre.

4.2. Vehicles

- 72. Youth Justice Officers are to thoroughly search and clean any vehicle used for the transfer. If prohibited items are located as a result of the search or if damage is noted, Youth Justice Officers will report to the Shift Manager and ensure the items are secure.
- 73. An incident report will be created on the Case Management System prior to the Officers leaving at the end of their shift.

4.3. Records

- 74. Youth Justice Officers will ensure all records and reports (including Incident, Use of Force, Escort Logs and/or Use of Restraints reports) relating to the behaviour of the detainee during the escort and any resulting actions by the Youth Justice Officers or other authority are completed by the end of shift.
- 75. The Shift Manager will ensure all reports are complete and attached to the detainee's Case Management System file by the end of their shift.