

Incident 174237 - 12 Jan 16

Incident Location Brisbane Correctional Centre
Owning Location Brisbane CC
Incident Type Assault - Other - Offender on Staff Member
Status Closed
Date/Time 12 Jan 16 1:29:28 PM
Description ASSAULT- OTHER- OFFENDER ON STAFF- At approximately 1303 hours CS Sch4/3/10 entered the [redacted] along with CCO's [redacted] to facilitate a move for prisoner Sch4/3/10 to use the ARUNTA system. As the restraints were being applied by CCO [redacted] prisoner [redacted] stuck CCO [redacted] with both hands in a fist motion to his head area. Prisoner [redacted] was ground stabilised and CS [redacted] called a code yellow for assistance.ther-

General

Incident Number 174237
Reporting Officer [redacted]
Area Brisbane Correctional Centre [redacted]
Cause 1. Prisoner [redacted] has had unpredictable behaviour changes in the last week.

Action Taken

3. In previous occasions he has threatened to assault staff by any means.

1. Whilst being restrained to facilitate a move, prisoner [redacted] assaulted CCO [redacted] with both hands striking his head area, with both fists.
2. CS [redacted] CCO's [redacted] and [redacted] ground stabilised the prisoner using departmental techniques.
[redacted]

4. Whilst ground stabilising prisoner [redacted] the prisoner was verbally abusive towards staff and tried to struggle and bite staff.

Further Action

[redacted]

Comments

1. Duty manager advised.
2. RN assessed prisoner [redacted] at 1323 and advised that



no further medical treatment was required but they will assess the prisoner on the evening medical parade.

Sch4/3/10

5. Prisoner Sch4/3/10 was assessed for the second time at approximately 1615 hours and the RN advised no further treatment was required.

As the responsible manager I have reviewed this incident and I am satisfied with the accuracy of the information. The incident has been reported in a manner that is appropriate, legislatively and procedurally compliant. Forwarded to the CSIU for further investigation.

Manager.

Name	Involvement	D.O.B.
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Sch4/3/3

Others Involved

Role	Name	Involvement	Notes
Officer	Sch4/3/10		
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			

Attachments

Attachment	Dated	Author	Description
Officer's Report	12 Jan 16		prisoner
Officer's Report	12 Jan 16		prisoner

Event	Date	Officer	Notes
Incident Created	12 Jan 16	Sch4/3/10	

Subtypes

Subtype	Description
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OFFICER'S REPORT

I, CCO Sch4/3/10 a Corrective Services Officer employed at Brisbane Correctional Centre, hereby report to the General Manager on the following *incident*

DETAILS OF PRISONER/S

Surname	Given Name/s	CIS No	Involvement
Sch4/3/3			Perpetrator

List all staff/other persons and prisoners who were involved in the following topics:

(Attach list if insufficient space available).

Medical Treatment by:	RN [redacted]
Injury Report Completed by:	Nil
Officer/s in Attendance was/were:	CS [redacted] CCO's [redacted]
Witnesses Staff / Other were:	[redacted] Manager [redacted]
[redacted]	
Prisoner's Secured were	
Contraband Found by:	
Evidence Secured by:	

On the 12th of January 2016 I was directed by CS [redacted] Sch4/3/10 to assist in a prisoner move in the [redacted]

At approximately 1303 myself CS [redacted] and CCO's [redacted] approached cell [redacted] to facilitate a move for prisoner [redacted] Sch4/3/3

Prisoner [redacted] complied by [redacted] and CCO [redacted] applied handcuffs to prisoner [redacted]

[redacted] As I was trying to place the handcuffs on the prisoner struck me with both arms and fists and struck my head area.

At this point all staff collectively took the prisoner to the ground using departmental techniques and CS [redacted] On the ground prisoner [redacted] was struggling and trying to bite staff, I used departmental striking techniques and I used the perineal strike to the prisoner's thigh area for him to cease assaulting staff. At approximately 1309 CCO's [redacted] responded [redacted] to assist with all staff exiting the cell without further injury.

A debrief was conducted by [redacted] checked that myself and other staff did not require medical or counselling services.

At this time this information is to the best of my knowledge in what occurred during prisoner [redacted] assaulting me.

Officer Reporting: [redacted]
Title: CCO

Signature: [redacted]

Date of Report:
12.11.2016

CORRECTIONAL SUPERVISOR

Action Taken: Appropriate action taken

Sch4/3/10
Name: [Redacted] Signature: [Redacted] Date: 12.1.16

CORRECTIONAL MANAGER

Comment:

Name: Signature: Date:

ASSISTANT GENERAL MANAGER

Comment:

Name: Signature: Date:

- Copies to:
- Corr. Supervisor
 - Sentence Management Co-ordinator
 - Correctional Manager,
 - Other
 - General Manager

Original to: **Intelligence Officer**

OFFICER'S REPORT

I, **Sch4/3/10** a Corrective Services Officer employed at Brisbane Correctional Centre, hereby report to the General Manager on the following

Alleged incident: Prisoner assault on staff **[REDACTED]**

DETAILS OF PRISONER/S

Surname	Given Name/s	CIS No	Involvement
Sch4/3/3	[REDACTED]	[REDACTED]	PERPETRATOR

List all staff/other persons and prisoners who were involved in the following topics:

(Attach list if insufficient space available).

Medical Treatment by:	RN Sch4/3/10 RN [REDACTED]
Injury Report Completed by:	
Officer/s in Attendance was/were:	[REDACTED] C/S [REDACTED]
Witnesses Staff / Other were:	[REDACTED]
Prisoner's Secured were	[REDACTED]
Contraband Found by:	
Evidence Secured by:	

In this section please provide accurate details containing the following information – Who was involved – What occurred – When did it occur – Why did it occur – How did it occur – How was it dealt with.

I, Custodial Correctional Officer (CCO) [redacted] Sch4/3/10 was rostered 0700 to 1900 hours as [redacted] Officer on Tuesday 12th January 2016. I wish to report the following.

At approximately 1305, CCO [redacted] CCO [redacted] CCO [redacted] C/S [redacted] and I attended the [redacted] cell [redacted] for the purpose of facilitating a phone call and shower time for prisoner [redacted]

[redacted]
[redacted] It was at this time that prisoner [redacted] brought his hands down hard striking CCO [redacted] on top of his head. [redacted]

[redacted]
Prisoner [redacted] was then ground stabilised by CCO [redacted] CCO [redacted] CCO [redacted] C/S [redacted] and I using departmental approved restraint techniques. Prisoner [redacted] was resisting and continued to struggle throughout. [redacted]

[redacted] Correctional Manager [redacted] and assisted with restraining prisoner [redacted]. He spoke to him in an attempt to calm him down.

Prisoner [redacted] continued to resist the attempts to gain compliance enforced by staff. He was moved in a position facing the rear of the cell and staff strategically exited the cell and the door was secured.

Prisoner [redacted] was seen and spoken to by Medical staff RNs [redacted]. He reported no injuries and did not require any medical treatment. [redacted]

[redacted]
I provide this written submission/report based on my recollection of the event/s of Tuesday 12th January 2016.

Officer Reporting: [redacted]

Signature: [redacted]

Title: CCO

Date of Report: 12/01/2016

CORRECTIONAL SUPERVISOR

Action: Appropriate action taken

Name: Sch4/3/10 Signature: _____ Date: 12, 1, 16

CORRECTIONAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____/____/____

ASSISTANT GENERAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____/____/____

- Copies to:
- Correctional. Supervisor
 - Sentence Management Co-ordinator
 - Correctional Manager,
 - Other
 - General Manager

Original to: Intelligence Officer

Incident 170239 - 06 Nov 15

Incident Location Brisbane Correctional Centre
Owning Location Brisbane CC
Incident Type Offensive Behaviour
Status Closed
Date/Time 06 Nov 15 12:22:24 PM
Description OFFENSIVE BEHAVIOUR-prisoner Sch4/3/3 became abusive towards Sch4/3/10 Manager whilst he was in exercise yard. Prisoner put both hands up extended the rude finger on each hand stating words to the effect "fuck you chief fuck you". "Breach me chief so we c an wrestle during the breach review fuckin come on".

General

Incident Number 170239
Reporting Officer [REDACTED]
Area Brisbane Correctional Centre [REDACTED] exercise yard.

Cause [REDACTED]
2. The [REDACTED] manager [REDACTED] walked past the exercise yard and as he was passing prisoner [REDACTED] proceeded to the perspex and pushed both arms up extending his rude fingers on both hands and stating words to the effect of "fuck you chief fuck you, come on bring it on breach me and we will wrestle around during the review".

Action Taken 1. [REDACTED] manager [REDACTED] spoke to prisoner [REDACTED] and advised him was it really worth it [REDACTED]

Further Action 1. [REDACTED] Manager and CS [REDACTED] went and spoke at length with prisoner [REDACTED] that his behaviour [REDACTED] and interactions with staff need to be appropriate otherwise he will be moved [REDACTED] as his behaviour dictates.

2. At approximately 12.30 CCO's [REDACTED] and CS [REDACTED] went to the yard to facilitate prisoner [REDACTED] return to his cell. Prior to the prisoner [REDACTED] he decided to slam the hatch and pretend to cough at the same time. Upon entry into the yard prisoner [REDACTED] stated word to the effect of "its nearly on chief, its nearly on I am ready to go".

3. Staff restrained the prisoner [REDACTED] and escorted him to his cell. Whilst [REDACTED] the prisoner stated words to the effect of "you think you guys are moving me hey well lets see how you try and get me on the fucking truck, come on chief you know it will be on", staff exited the cell.
4. At approximately 1310 [REDACTED] Manager [REDACTED] advised staff that prisoner [REDACTED] will be moved [REDACTED] for safety reasons and escalating behaviour. [REDACTED]

5. At approximately 1311 hours CS [REDACTED] gave prisoner [REDACTED] three proclamations to go to the back of his cell,

lie face down with your hands out. Prisoner Sch4/3 stated words to the effect of "come in chief let me clear a path for you, come on lets just get it on, I am not lying down fuck that lets go" or words to that affect.

6. CS Sch4/3 advised, CCO's [redacted] CS [redacted] and [redacted] that the cell was being opened and staff to enter and immediately ground stabilise the prisoner.

7. All staff entered with CCO [redacted] and as staff were ground stabilising prisoner [redacted] he continued to throw punches towards all staff that were doing the cell extraction. The prisoner was ground stabilised using departmental techniques and prisoner [redacted] was handcuffed behind his back for safer transfer [redacted]

[redacted]

[redacted] This occurred and the prisoner was secured at approximately 1316 without further incident.

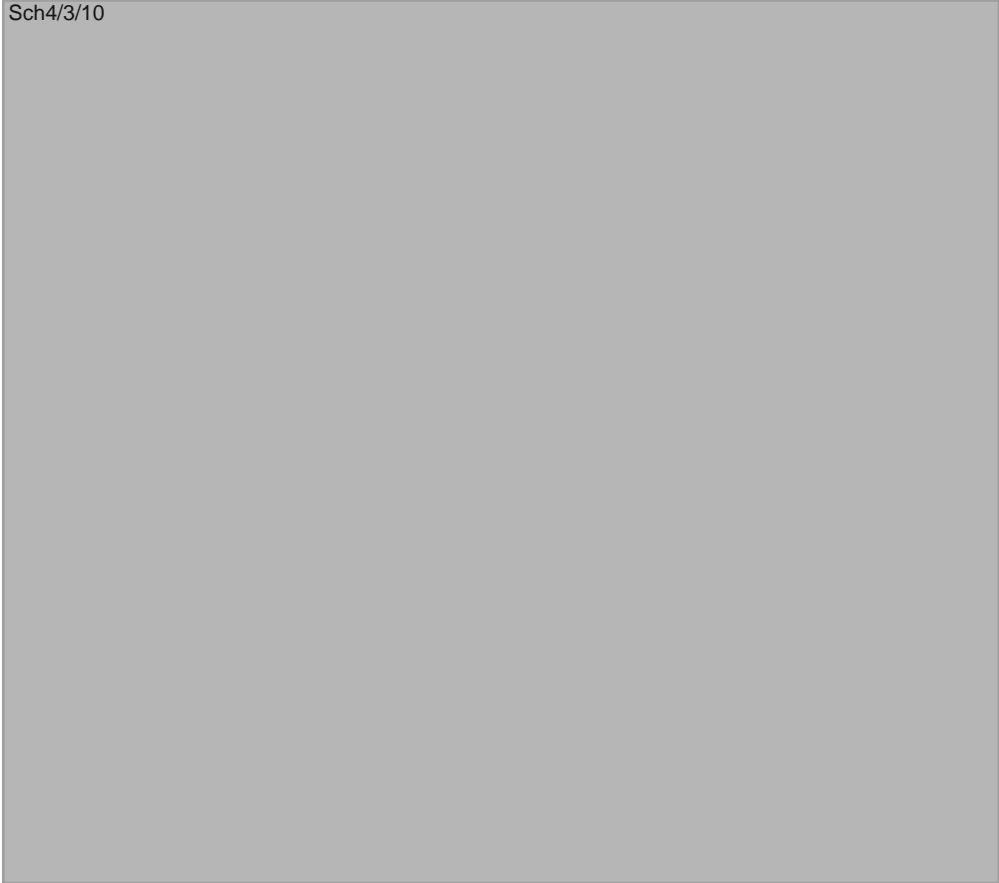
Comments

1. GM notified.
2. Duty manager notified.
- [redacted]
4. Incident generated.
5. Qhealth doctor assessed prisoner [redacted] at approximately 1350 noting a superficial facial abrasion which did not require any treatment other than a clean.
6. CS [redacted] went to the health centre for treatment to an abrasion CS [redacted] left hand and CCO [redacted] left elbow.
7. All staff involved in the incident were offered Optium but declined at this time.
8. On the 07.11.15 CS [redacted] reported his left elbow sore.
9. On the 07.11.15 CS [redacted] reported that her left hand has bruising and second finger stiff and bruising on left elbow.

As the responsible manager I have reviewed this incident and I am satisfied with the accuracy of the information. The incident has been reported in a manner that is appropriate, legislatively and procedurally compliant. Forwarded to the CSIU for further investigation. [redacted]
[redacted] Manager.

[redacted]

Sch4/3/10



Offenders

Name	Involvement	D.O.B.
Sch4/3/3		

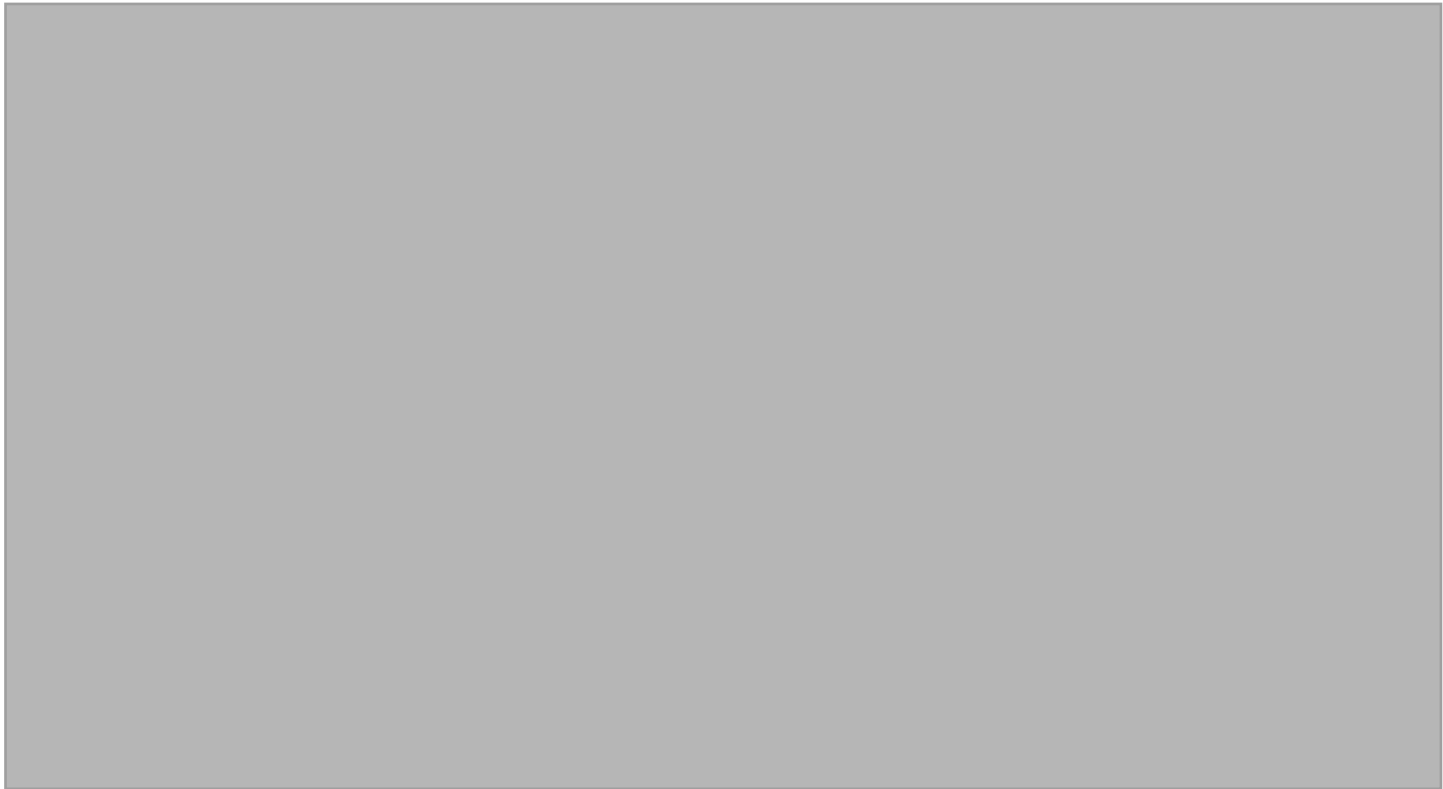
Others Involved

Role	Name	Involvement	Notes
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			
Officer			



Attachments

Attachment	Dated	Author	Description
Officer's Report	06 Nov 15	Sch4/3/10	Prisoner Sch4/3/3





OFFICER'S REPORT

I, CCO Sch4/3/10 a Corrective Services Officer employed at Brisbane Correctional Centre, hereby report to the General Manager on the following general information.

Alleged incident : Offensive behaviour

DETAILS OF PRISONER/S

Surname	Given Name/s	CIS No	Involvement
Sch4/3/3			Perpetrator

List all staff/other persons and prisoners who were involved in the following topics:

(Attach list if insufficient space available).

Medical Treatment by:			
Injury Report Completed by:			
Officer/s in Attendance was/were:	CS		CCO
Witnesses Staff / Other were:			
Mechanical Restraints	Type and Time On:		Time Off:
Prisoner's Secured were			
Contraband Found by:			
Evidence Secured by:			

In this section please provide accurate details containing the following information – Who was involved – What occurred – When did it occur – Why did it occur – How did it occur – How was it dealt with.

On Friday 6th November 2015 I CCO Sch4/3/10 was rostered [redacted] and observed the following events.

As a result of threats, verbal abuse and aggression towards staff CM [redacted] advised staff at approximately 1310 hrs that prisoner Sch4/3/3 was to be moved [redacted]. CCO's [redacted] and I were instructed to [redacted] perform a cell extraction on prisoner [redacted]. At approximately 1311 hrs CS [redacted] gave prisoner [redacted] three proclamations to move to the rear of his cell and lie face down on the floor to which prisoner failed to comply. Prisoner [redacted] was heard to say come on in chief I'll clear a path for you, let's get it on, I'm not lying on the floor. At approximately 1315 hrs CCO's [redacted] and I entered prisoner [redacted] cell, with CS [redacted] I was [redacted] as we entered the cell prisoner [redacted] was in a fighting stance and then moved forward and started throwing punches in the direction of staff as we moved in to ground stabilise him using departmental techniques. Once prisoner [redacted] was ground stabilised [redacted]

I submit this report to the best of my recollections of this event.

Officer Reporting: [redacted] Signature: _____
Title: CCO Date of Report: 06/11/2015

CORRECTIONAL SUPERVISOR

Action: _____

Name: _____ Signature: _____ Date: ____ / ____ / ____

CORRECTIONAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____ / ____ / ____

ASSISTANT GENERAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____ / ____ / ____

- Copies to:
- Correctional. Supervisor
 - Sentence Management Co-ordinator
 - Correctional Manager,
 - Other
 - General Manager

Original to: Intelligence Officer

Incident 157157 - 27 Mar 15

Incident Location Brisbane Correctional Centre
Owning Location Brisbane CC
Incident Type Offensive Behaviour
Status Closed
Date/Time 27 Mar 15 2:38:17 PM
Description Prisoner refused to move cells Sch4/3/10 half way through his escort prisoner became non-compliant and displayed offensive behaviour towards staff. Staff were required to use force to get prisoner to comply

General

Incident Number 157157
Reporting Officer [REDACTED]
Area [REDACTED]
Cause Prisoner refused to be escorted he became verbally aggressive and refused to move stating there was no way he was going no matter what. Force was used to assist prisoner
Action Taken

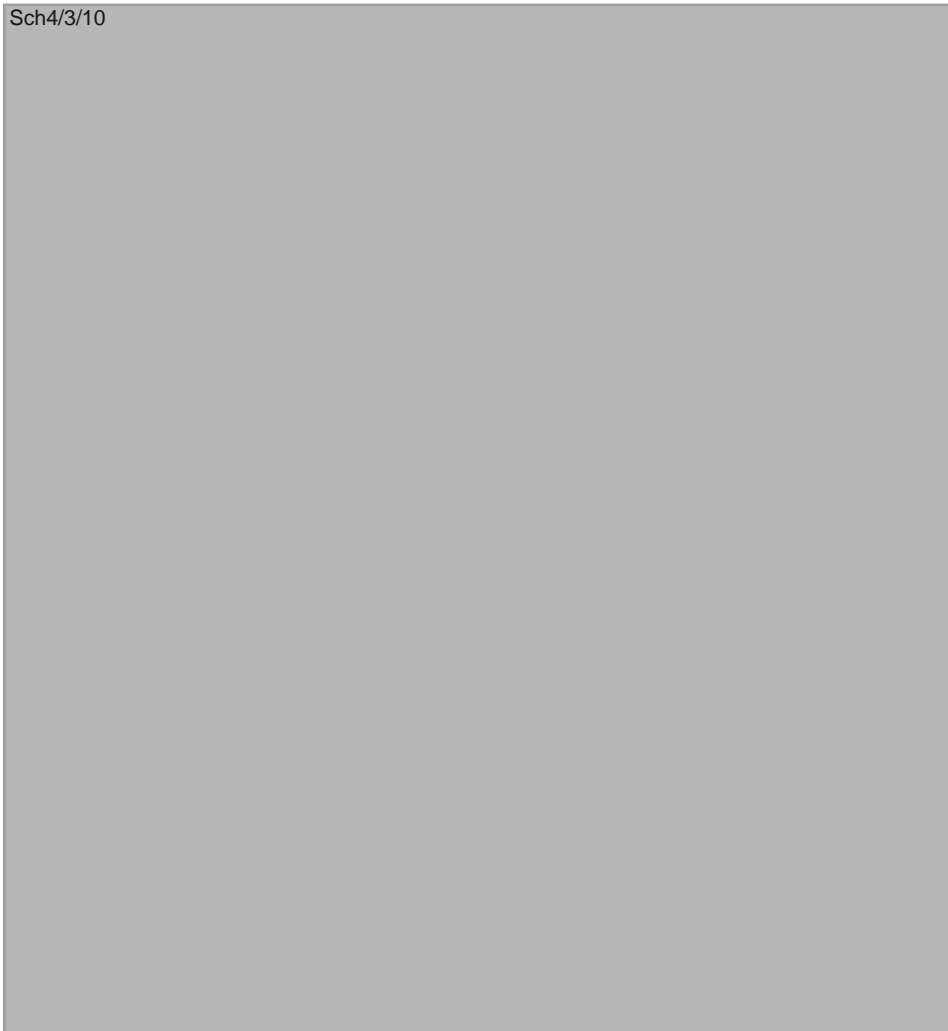
1. Prisoner notified by A/CS that he was moving
2. Prisoner refused at this stage to move and would not obey officers directions.
3. Prisoner began argueing and becoming non compliant, use of force required to gain control of prisoner.
4. Prisoner escorted restraints removed and staff extracted cell.

Further Action

2. Medical contacted to attend location and see prisoner.
3. DGM notified.
4. Duty manager advised.
5. Staff debriefed on activity, no injuries occurred. All staff offered to see OPTUM.
6. Prisoner seen by supervisor and nurse, prisoner stated he had no issues or injuries or complaints.
7. Incident forwarded on for approval/officers reports attached.

Comments As the responsible manager I have reviewed this incident and I am satisfied with the accuracy of the information. The incident has been reported in a manner that is appropriate, legislatively and procedurally compliant. Forwarded to the CSIU for further investigation. Manager.

Sch4/3/10



Offenders

Name	Involvement	D.O.B.
Sch4/3/3		

Others Involved

Role	Name	Involvement	Notes
Officer			
Officer			
Officer			
Officer			
Officer			

Substances

Role	Name	Drug type	Drug Form	Quantity	Measure
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Attachments

Attachment	Dated	Author	Description
Officer's Report	27 Mar 15	Sch4/3/10	CCO [REDACTED]
Officer's Report	27 Mar 15	[REDACTED]	Officers report
Officer's Report	27 Mar 15	[REDACTED]	Officers report





OFFICER'S REPORT

I, Sch4/3/10 a Custodial Correctional Officer employed at **Brisbane Correctional Centre**, hereby report to the General Manager on the following event/s.

Alleged incident:

DETAILS OF PRISONER/S

Surname	Given Name/s	CIS No	Involvement
Sch4/3/3	[REDACTED]	[REDACTED]	Perpetrator

List all staff/other persons and prisoners who were involved in the following topics:

(Attach list if insufficient space available).

Medical Treatment by:	
Injury Report Completed by:	N/A
Officer/s in Attendance was/were:	A/CS [REDACTED] CCO [REDACTED] CCO [REDACTED] Correctional Manager
Witnesses Staff / Other were:	

Prisoner's Secured were	[REDACTED]
Contraband Found by:	N/A
Evidence Secured by:	N/A

In this section please provide accurate details containing the following information – Who was involved – What occurred – When did it occur – Why did it occur – How did it occur – How was it dealt with.

On 27/03/14 I, CCO [Sch4/3/10] was rostered on duty [redacted] from 0700 to 1900.

At approximately 1458 I, along with Acting [redacted] Correctional Manager [redacted]; A/CS [redacted] and CCO's [redacted] attended cell [redacted] in order to facilitate the movement of prisoner [redacted]

Sch4/3/3

Upon exiting the exercise yard of [redacted] prisoner [redacted] was advised by A/CS [redacted] that he was being returned to his cell [redacted]. At this time prisoner [redacted] stated he was 'not going'.

Prisoner [redacted] then became non-compliant and was offering resistance in the form of, pushing backwards, into us.

Prisoner [redacted] became increasingly aggressive towards staff and his resistance increased. Whilst transiting [redacted] he had to be restrained against the wall on multiple occasions. On at least one occasion, he appeared to attempt to 'head-butt' CCO [redacted]

Upon reaching prisoner [redacted] cell [redacted] when asked by A/CS [redacted] 'Will you comply?' prisoner [redacted] said 'Nut ' or a word to that effect.

As a result of this and due to safety concerns, prisoner [redacted] was ground stabilised in [redacted]

At his earliest opportunity prisoner [redacted] got up off the ground and moved towards the door in an apparent attempt to get to staff before the door was closed. Upon the door closing he began kicking/punching the door and yelling obscenities.

This concluded my involvement in the matter.

Officer Reporting:

Sch4/3/10

Signature:

Title:

CCO

Date of Report:

CORRECTIONAL SUPERVISOR

Action: _____

Name: _____ Signature: _____ Date: ____/____/____

CORRECTIONAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____/____/____

ASSISTANT GENERAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____/____/____

- Copies to:
- Correctional. Supervisor
 - Sentence Management Co-ordinator
 - Correctional Manager,
 - Other
 - General Manager

Original to: Intelligence Officer



OFFICER'S REPORT

I, **Sch4/3/10** a Custodial Correctional Officer employed at **Brisbane Correctional Centre**, hereby report to the General Manager on the following event/s.

Alleged incident:

DETAILS OF PRISONER/S

Surname	Given Name/s	CIS No	Involvement
Sch4/3/3			Perpetrator

List all staff/other persons and prisoners who were involved in the following topics:

(Attach list if insufficient space available).

Medical Treatment by:	
Injury Report Completed by:	N/A
Officer/s in Attendance was/were:	A/CS Sch4/3/10 CCO Sch4/3/10 CCO Sch4/3/10 Correctional Manager
Witnesses Staff / Other were:	
Prisoner's Secured were	Sch4/3/3
Contraband Found by:	N/A
Evidence Secured by:	N/A

In this section please provide accurate details containing the following information – Who was involved – What occurred – When did it occur – Why did it occur – How did it occur – How was it dealt with.

On 27/03/14 I, CCO [Sch4/3/10] was rostered on duty [redacted] from 0700 to 1900.

At approximately 1437, Myself Acting [redacted] Correctional Manager [redacted] A/CS [redacted] and CCO's [redacted] attended cell [redacted] for the purpose of moving Offender [Sch4/3/3] back to his cell

[redacted]

Upon exiting the exercise yard [redacted] Offender [redacted] was advised by A/CS [redacted] that he was being returned to his cell [redacted] At this time prisoner [redacted] stated he was 'not going, He stated I want to be moved to another wing or another cell, to which he was told no.

Offender [redacted] then became non-compliant and was offering resistance by pushing backwards as we were trying to walk him [redacted] he was also verbally abusive at this time. He at times continued to resist and had to be restrained on the wall. He at one stage attempted to head butt CCO [redacted]

Once in his cell he was asked if he was going to comply [redacted] Offender stated no. Asked again if he would comply, he again stated no. As a precaution Offender was ground stabilised and [redacted] while prisoner was on his stomach on the ground. Staff exited the cell and prisoner attempted to get to staff by jumping to feet and rushing the door which was closed immediately. He banged and kicked the door continuously as staff left.

This concluded my involvement in the matter.

Officer Reporting: [redacted] Signature: _____
Title: CCO Date of Report: 27 Mar 2015

CORRECTIONAL SUPERVISOR

Action: _____

Name: _____ Signature: _____ Date: ____/____/____

CORRECTIONAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____/____/____

ASSISTANT GENERAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____/____/____

- Copies to:
- Correctional. Supervisor
 - Sentence Management Co-ordinator
 - Correctional Manager,
 - Other
 - General Manager

Original to: Intelligence Officer



OFFICER'S REPORT

I, Sch4/3/10 a Custodial Correctional Officer employed at Brisbane Correctional Centre, hereby report to the General Manager on the following event/s.

Alleged incident: Offensive behaviour

DETAILS OF PRISONER/S

Surname	Given Name/s	CIS No	Involvement
Sch4/3/3			Perpetrator

List all staff/other persons and prisoners who were involved in the following topics:

Medical Treatment by:	
Injury Report Completed by:	N/A
Officer/s in Attendance was/were:	A/CS [redacted] CCO [redacted] CCO [redacted] Correctional Manager
Witnesses Staff / Other were:	
[Redacted]	
Prisoner's Secured were	[redacted]
Contraband Found by:	N/A
Evidence Secured by:	N/A

On 27/03/14 I, CCO Sch4/3/10 was rostered on duty [redacted] from 0600 to 1800.

At approximately 1438 I, along with Acting [redacted] Correctional Manager [redacted] A/CS [redacted] and CCO's [redacted] attended cell [redacted] in order to facilitate the movement of prisoner [redacted] back to his original accommodation [redacted] as requested by the DGM.

Sch4/3/3 [redacted]

Upon exiting the [redacted] prisoner [redacted] was advised by A/CS [redacted] that he was being returned to his cell [redacted]. At this time prisoner [redacted] stated he was "not going".

Prisoner [redacted] then became non-compliant and was offering resistance in the form of, pushing backwards, into us whilst continuing to say he was "not going back."

Prisoner [redacted] became increasingly aggressive towards staff and his resistance increased. Whilst being moved [redacted] he had to be restrained against the wall on multiple occasions. On at least one occasion, he appeared to attempt to 'head-butt' myself.

Upon reaching prisoner [redacted] cell [redacted] myself CCO [redacted] and C/S [redacted] restrained prisoner [redacted] when asked by A/CS [redacted] 'Will you comply?' prisoner [redacted] said 'No' or a word to that effect.

As a result of this and due to safety concerns, prisoner [redacted] was ground stabilised [redacted]. While on the ground prisoner [redacted] was yelling out "[redacted] mother fucker" or words that effect. [redacted] all staff exited the cell.

At his earliest opportunity prisoner [redacted] got up off the ground and moved towards the door in an apparent attempt to get to staff before the door was closed. Upon the door closing he began kicking/punching the door and yelling obscenities.

I submit this report to the best of my knowledge.

Officer Reporting: Sch4/3/10 **Signature:** _____

Title: CCO **Date of Report:** _____

CORRECTIONAL SUPERVISOR

Action: _____

Name: _____ Signature: _____ Date: ____/____/____

CORRECTIONAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____/____/____

ASSISTANT GENERAL MANAGER

Comment: _____

Name: _____ Signature: _____ Date: ____/____/____

- Copies to:
- Correctional. Supervisor
 - Sentence Management Co-ordinator
 - Correctional Manager,
 - Other
 - General Manager

Original to: Intelligence Officer