



**MINIMUM STANDARD FACILITY INDUCTION**

Admin Form

Version: 01

Implement date: 31/03/2014

Availability: Public

**9**

**The facility induction, at minimum must include (\* not required for remand prisoners):**

- facility contact details
- Prisoner Information Booklet (Including Offender Privacy Statement Appendix 7)
- management structure and areas of responsibility of different staff groups
- facility daily routines
- prisoner property and quantities allowed in facility/cell
- prisoner trust accounts
- buy ups/sales to prisoners (STP)
- legal communication
- visits
- mail
- telephone calls
- access to:
  - general and specialist medical services
  - specialist staff and community support services
  - sentence management and case management
  - Indigenous and Cultural Liaison Officer
  - other specific cultural services as required
  - religious and chaplaincy services
  - library facilities
  - education program
  - activities/hobbies
- employment/vocational training
- criminogenic programs
- HIV/AIDS and sexual health information
- Reintegration support\*
- thorough orientation of the facility including
  - collection of mail
  - communal rooms
  - visits area
  - information/notice boards
  - prohibited or restricted areas.

sch.4/3/3 personal information

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You have been allocated to **STANDARD** level of privileges under the program.

Comments:  
ABLE & WILLING TO WORK