

Gazetting Victoria Police detention facilities

Context

Victoria Police maintains detention facilities that may also be police gaols as defined in the *Corrections Act 1986*. A police gaol is appointed by order of the Governor in Council and that order is then published in the Government Gazette (s.11). These facilities are also recorded on the Victoria Police Register of Detention Facilities (see **VPMP Persons in police care or custody**).

To ensure provisions of the Act are appropriately applied, it is essential that any new police stations or alterations to existing police stations are correctly reflected in the Government Gazette.

This policy details the procedures for creating and maintaining records of detention facilities and police gaols, including the process for gazetting, and specifies the work areas with responsibilities within the process.

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Scope and application

This policy applies to police premises which contain detention facilities.

Responsibilities and procedures

1. Overview

1.1 Assistant Commissioner – State Emergencies and Support Command

The Assistant Commissioner, State Emergencies and Support Command (SESC):

- has the overall responsibility for ensuring that appropriate Victoria Police detention facilities are correctly gazetted as police gaols and current plans are available

- is the primary contact for the Department of Justice and Regulation (DoJR).

1.2 Custody Operations

Custody Operations, SESC, is responsible for maintaining individual force files for all police gaols. Each file is to contain current and historical plans of the gaol, gazettal details and evacuation/business continuity arrangements. These force files are the running log for all building works within those gaols.

Custody Operations will:

- provide advice to Station Commanders when modifications or renovations to existing premises are being undertaken
- determine which sites are subject to yearly assurance reports in relation to their facilities.

2. Business process

2.1 Overview

- Prior to building or renovating a police station with detention facilities Custody Operations must be consulted.
- To ensure that standardised processes are maintained across detention facilities, Custody Operations will consult with:
 - Property Division, IT & Infrastructure Department
 - Occupational Health and Safety (OHS), Human Resource Department
 - Station Commanders.
- During the consultation process Custody Operations will review the plans and provide advice on the design of the police gaol.
- Custody Operations will advise the Assistant Commissioner, SESC, of the proposed works and advise other parties on the timeliness of the proposed works, taking into account activation of business continuity arrangements.
- The Assistant Commissioner, SESC will determine if the detention facility will be gazetted in the Government Gazette.

2.2 Process for gazetting a police gaol

- A copy of the Order issued by the Minister and published in the Government Gazette includes a copy of the 'hatched plan' (see section 3).
- Where a police station moves premises or is rebuilt on the same site, the existing government gazettal does not apply and revised plans must be gazetted.

Step	Action	Responsibility
1	Advise Custody Operations of proposed works	Area initiating works
2	Confirm architectural plans	Property Division, Custody Operations, OHS and Station Commander
3	• Finalise plans by redacting flooring details and indicating hatched area (see section 3). • Prepare file for the Assistant Commissioner, SESC to sign, including	Property Division and Custody Operations

	copies of the plan and letters for Chief Commissioner to sign	
4	Endorse file and forward to Deputy Commissioner, Regional Operations for approval	Assistant Commissioner, SESC
5	Approve file and forward to Chief Commissioner to sign	Deputy Commissioner, Regional Operations
6	Sign file and forward to DoJR to request gazetting	Chief Commissioner's Office
7	Gazette police gaol in Government Gazette	Police Policy and Governance, DoJR
8	Once published in the Government Gazette, notify Station Commander of police gaol and arrange for the Register of Detention Facilities to be updated if required.	Custody Operations

3. Police gaol plans

3.1 General principles

- Once a police gaol is appointed by the Minister a hatched plan may be published in the Government Gazette. The hatched plan identifies the police gaol within the police premises.
- When determining the area and detail to be contained within the plan, the following applies (see example at section 5):
 - the outer walls of the entire police building are to be included
 - no internal details may be shown, except the police gaol area
 - the boundary of the police gaol area is to be marked in red and is not to include the internal design.
- Custody Operations will provide advice and confirm the area of the police gaol which must be represented by hatching on the plan.
- Custody Operations will retain a copy of the hatched plan (the 'DoJR Copy') and a file copy of the plan which contains detail of the police gaol (see section 5 for examples).

3.2 Inclusions

The following areas must be included in the police gaol (where applicable) and represented by hatching:

- the sally port
- any corridors leading from the sally port to the cells/charge counter
- the charge counter area
- rooms used for the searching of prisoners
- individual cells
- internal exercise yards
- external exercise yards

- showers/toilets used by the prisoners
- visitor rooms
- meal preparation area
- prisoner's property store
- where the building is two or more levels, the elevator used to move prisoners between the floors and the intersecting corridors used to access the elevator.

3.3 *Exclusions*

The following areas must not be included in the police gaol nor represented by hatching:

- interview rooms
- muster rooms
- other areas of the police station not used for prisoner management purposes.

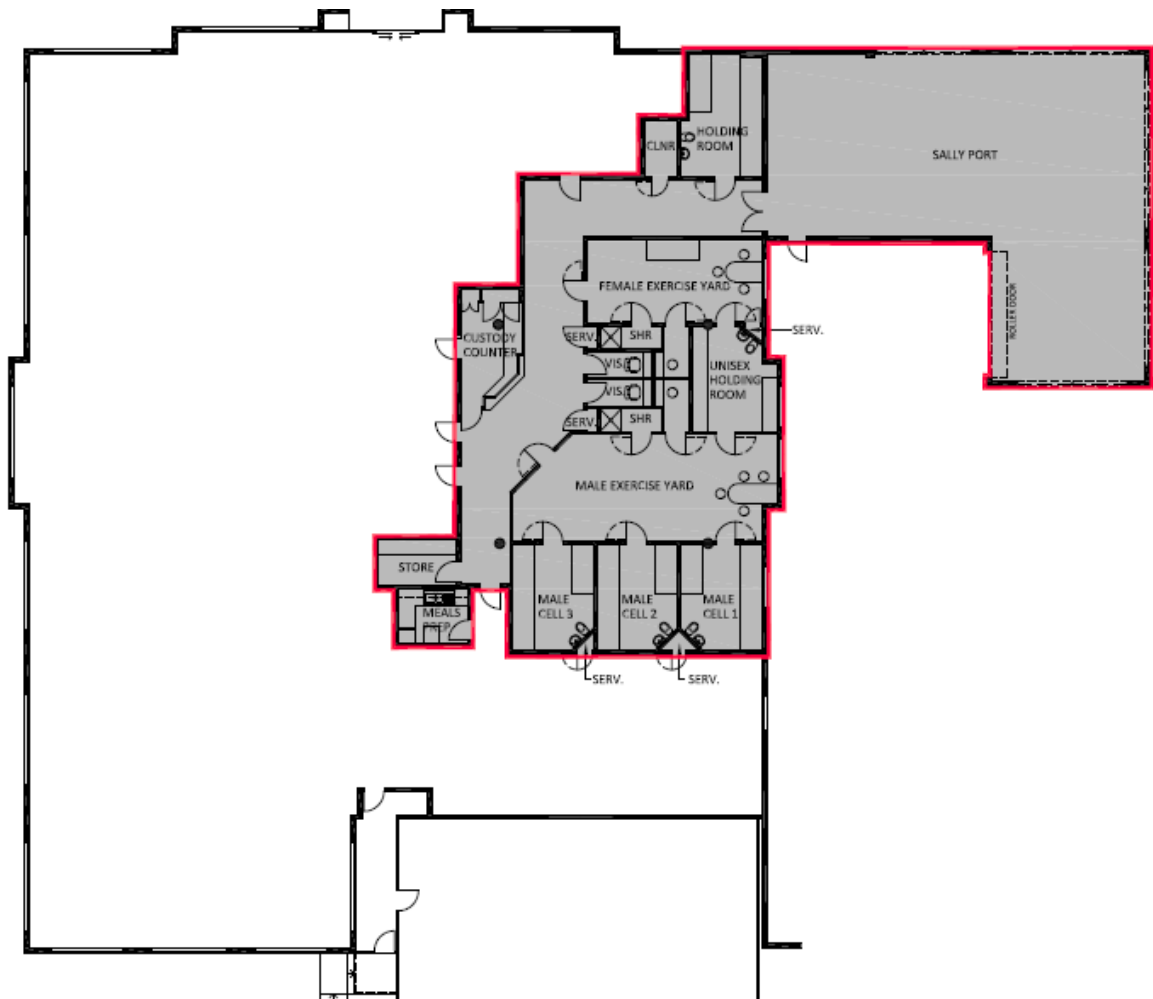
4. Decommissioned premises

- Where a police premises is to be decommissioned, Custody Operations must be informed.
- Where the premises contain a police gaol, Custody Operations must prepare a file for the Chief Commissioner including:
 - details of the site to be decommissioned
 - a letter on behalf of the Chief Commissioner communicating to Police Policy and Governance, DoJR the need to update police gaol records.
- Custody Operations must also arrange for the Register of Detention Facilities to be updated as required.

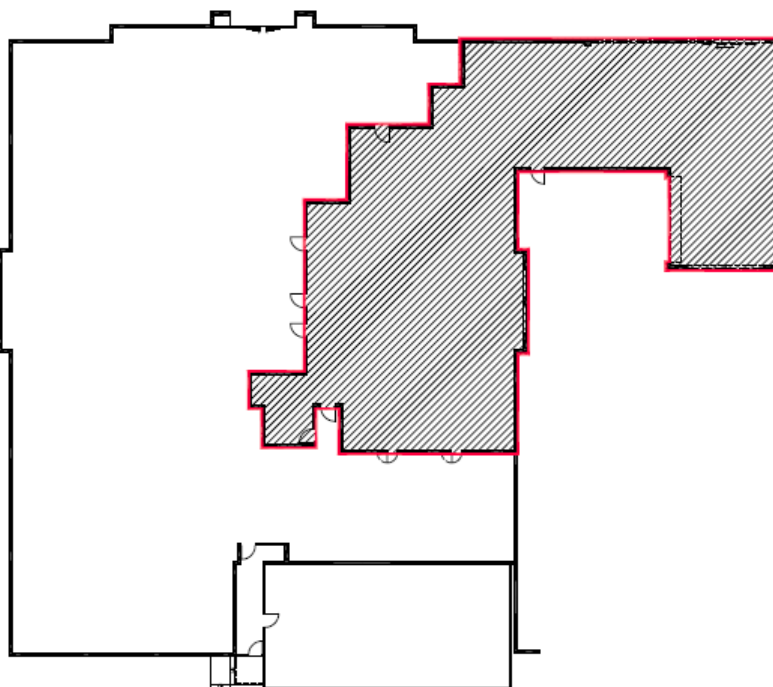
5. Reference plans

- When preparing the file for consideration by the Assistant Commissioner, SESC two plans must be produced: a file copy and a DoJR copy. On each plan the police gaol is indicated by the hatched area.
- The following two diagrams are provided to give generic drafting guidance.

- File copy:
 - Remains with Custody Operations
 - Not for distribution



- DoJR Copy:
 - Redacted copy
 - Provided to DoJR by Chief Commissioner for publishing in the Government Gazette



Related documents

- VPMP Persons in police care or custody
- VPMP Purchasing, Contractor Management & Workplace Design – OHS Considerations
- IT & Infrastructure Department – Victoria Police Design Guidelines

Further advice and information

For further advice and assistance regarding these Policy Rules, contact Custody Operations, State Emergencies and Support Command. Force File FF-106894.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
31/07/17	First published	FF-106894
22/10/18	Administrative updates reflecting change of unit name from Prisoner Management Unit to Custody Operations, and State Emergencies and Security Command to State Emergencies and Support Command.	FF-130875