

Objective Classification System Procedure

Essential Summary:

Audience

- Assistant Manager
- Centre Caseworker
- Centre Psychologist
- Classification Officer
- Centre Manager the person for the time being in charge of the centre.
- Coordinator Classification & Placements
- Manager Court Logistics, Classifications & Placements Unit
- Manager, Security and Intelligence Unit
- Unit Supervisor the person in charge of the unit and includes the Unit Manager and Shift Supervisor
- Youth Officer

When to use this procedure:

This procedure is used to implement, monitor and assess the classification level of a young person, for the duration of their detention in a Youth Justice Centre.

There are 3 Classification stages outlined in this procedure:

- Stage 1; Initial Classification
- Stage 2; Review Classification
- Stage 3; Appeal Classification

This procedure **must be read** in line with the *Objective Classification System Policy* for full understanding and compliance with the Classification process.

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Please check in the [Operations Manual \(TOM\)](#) to ensure you have the latest version before using this document.

DOCUMENT DETAILS	
Version:	0.1
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Status:	Approved
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Ensure that this document is the latest version to use	

1. Purpose

To provide employees with the responsibilities and actions required for the effective classification of young people in custody.

2. Contents

Process Map A: Initial Classifications- page 3

Use this process for;

- providing information for an initial classification
- conducting and understanding an initial classification
- informing a young person of their classification

Process Map B: Review Classification- page 9

Use this process for;

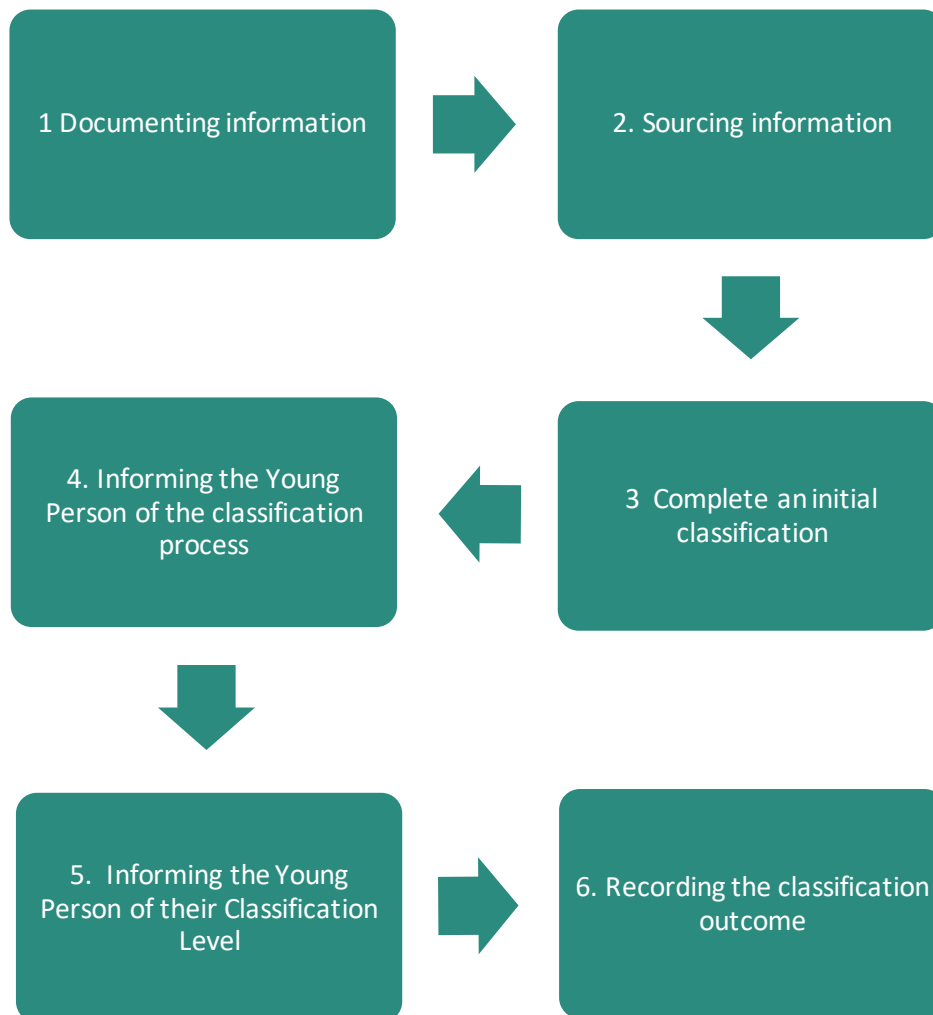
- providing information for a review of classification
- completing and understanding a review of classification
- informing a young person of their classification

Process Map C: Appealing Classification- page 16

Use this process for;

- appealing a classification outcome
- completing and understanding an appeal of classification
- informing a young person of their appeal outcome

3. Process Map A: Initial Classification



4. Procedural Steps: Initial Classification

Step 1 – Documenting Information
Responsibility: Classification Officer
Tasks
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>



Step 2 – Sourcing Information
Responsibility: Classification Officer
Tasks
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
Responsibility: Centre Manager
Tasks
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>



Step 3: Conducting an initial classification

Responsibility: Classification Officer

Tasks

Conduct an initial classification on all young people who have remained in custody for more than 72 hours.

[Redacted text block]

Responsibility: Centre Manager

Tasks

[Redacted text block]

Responsibility: Coordinator Classification and Placements

Tasks

Complete all classifications when allocated by the Manager Court Logistics, Classification and Placements.

[Redacted text block]

[Redacted]

When a young person is being considered for discharge from the forensic hospital to a centre, assign a classification officer to conduct a review. Then inform the Assistant Manager or Centre Manager at the owning and receiving centre if the classification review results in a change of placement within a centre.

Responsibility: Manager Court Logistics, Classification and Placements

Task

[Redacted]



Step 4 – Informing the Young person of the classification process

Responsibility: Youth Officer (or allocated officer)

Tasks

When conducting a centre induction with the young person, provide a description of the classification process and the impact on the young person (*Inducting Young People Procedure*). [Redacted]

Responsibility: Centre Case Worker

Tasks

Inform the young person of how their classification level will impact on their case plan interventions; programs, activities, access to leave and outings, during their custodial period.



Step 5 – Informing the young person of their classification level

Responsibility: Unit Supervisor

Tasks

[Redacted]

Take steps to maintain the safety of the classification officer when informing a young person

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Responsibility: Assistant Manager

Tasks

Organise an interpreter if required for a young person, prior to the young person being informed of their classification level (*Language & Communication Policy 2012; Language & Communication Kit section 4.3*).

Consult with the classification officer around the specific details such as bookings, time frames and services required.

Responsibility: Classification Officer

Tasks

Consult with the Assistant Manager for specific arrangements around interpreter services for a young person such as bookings, time frames and services required.

Make a request to the Unit Supervisor, if required, for supervision assistance when meeting with a young person to advise them of their classification outcome.

Inform the young person of their classification level and how their classification level will impact on their case plan interventions; programs, activities, access to leave and outings, during their custodial period (section 12 of *Classification of Young People in Custody Policy*).

[Redacted text block]

Responsibility: Centre Manager

Tasks

[Redacted text block]



Step 6 – Recording the Classification Outcome

Responsibility Classification Officer

Tasks

[Redacted tasks for Classification Officer]

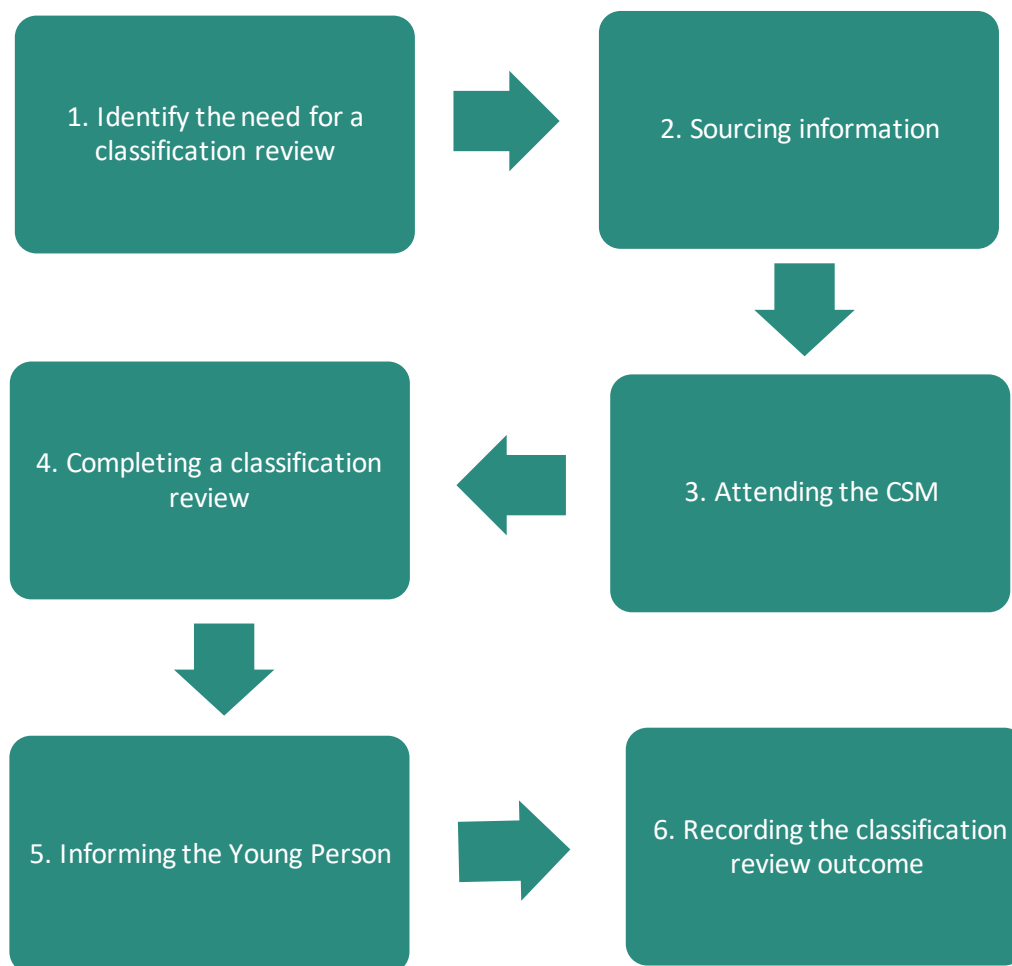
Responsibility: Youth Officer/ Unit Supervisor

Tasks

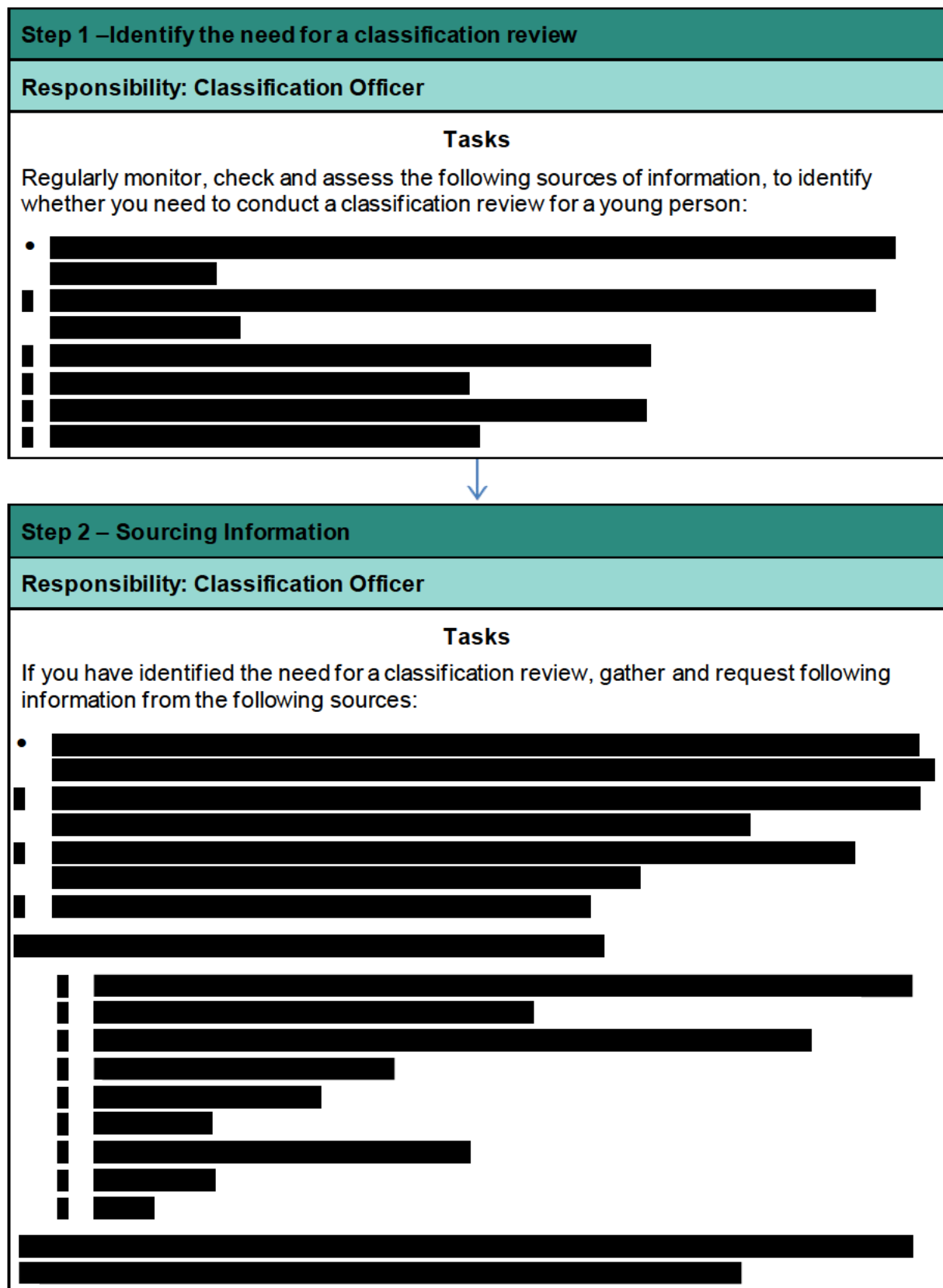
[Redacted tasks for Youth Officer/ Unit Supervisor]

If the young person requests an appeal, inform the classification officer immediately.

5. Process Map B: Classification Review



6. Procedural Steps: Classification Review



Responsibility: Centre Manager

Tasks

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

Responsibility: Assistant Manager

Tasks

If required, request that the Education and Training Unit Principal provide any information to the classification officer.

[Redacted]

[Redacted]

Responsibility: Manager, Security & Intelligence Unit

Tasks

[Redacted]

[Redacted]

[Redacted]

[Redacted]



Step 3 – Attend the Client Services Meeting (CSM)

Responsibility: Classification Officer

Tasks

If a review of classification is required before the CSM, then this step can be skipped.

Where required and prior to the CSM, advise the CSM of projected reviews for inclusion on the agenda.

Attend and participate in discussions at the weekly centre CSM.

Advise CSM participants if there have been any changes to classification level of young people, or if there are any pending or scheduled classification reviews. Gather any

additional or updated information from the CSM to inform discussed reviews and recommend placements of young people.

[Redacted]

Responsibility: Assigned Assistant Manager

Tasks

During the CSM, coordinate the provision of requested information and reports from all CSM participants to assist the classification officer in completing their reviews.

[Redacted]

Responsibility: Centre Psychologist

Tasks

Inform and provide information to the classification officer relevant to the classification review, including a young person's alcohol and other drug usage, mental health concerns or diagnosis requiring treatment or medication.

Responsibility: Centre Caseworker

Tasks

Provide updated information to the classification officer relevant to the review of a young person's classification, including a young person's participation and progress in addressing their offending behaviour through programs.

Recommend a critical dates review if required.



Step 4 – Completing a classification review

Responsibility: Classification Officer

Tasks

[Redacted]

[Redacted text block]

Responsibility: Coordinator, Classification and Placements

Tasks

Complete all classifications when allocated by the Manager Court Logistics, Classification and Placements.

[Redacted text block]

When the classification officer responsible for a centre is unavailable, determine if the classification should be allocated to another classification officer or if the classification can wait until the responsible classification officer is available.

If a different classification officer has been allocated, request information required to carry out the classification from the Centre Manager, is provided to the allocated classification officer.

Provide the allocated classification officer with the contact details of the Centre Manager where the young person is in custody.

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Responsibility: Manager Court Logistics, Classification and Placements

Tasks

[Redacted text block]

[Redacted text block]

[Redacted text block]



Step 5 – Informing the Young person

Responsibility: Unit Supervisor

Tasks

[Redacted content]

Responsibility: Assistant Manager

Tasks

Organise an interpreter if required for a young person, prior to the young person being informed of their classification level (*Language & Communication Policy 2012; Language & Communication Kit section 4.3*).

Consult with the Classification Officer around the specific details such as bookings, time frames and services required.

Responsibility: Classification Officer

Tasks

Consult with the Assistant Manager for specific arrangements around interpreter services for a young person such as bookings, time frames and services required.

Make a request to the Unit Supervisor, if required, for supervision assistance when meeting with a young person to advise them of their classification outcome.

[Redacted content]



Step 6 – Recording the classification outcome

Responsibility: Classification Officer

Tasks

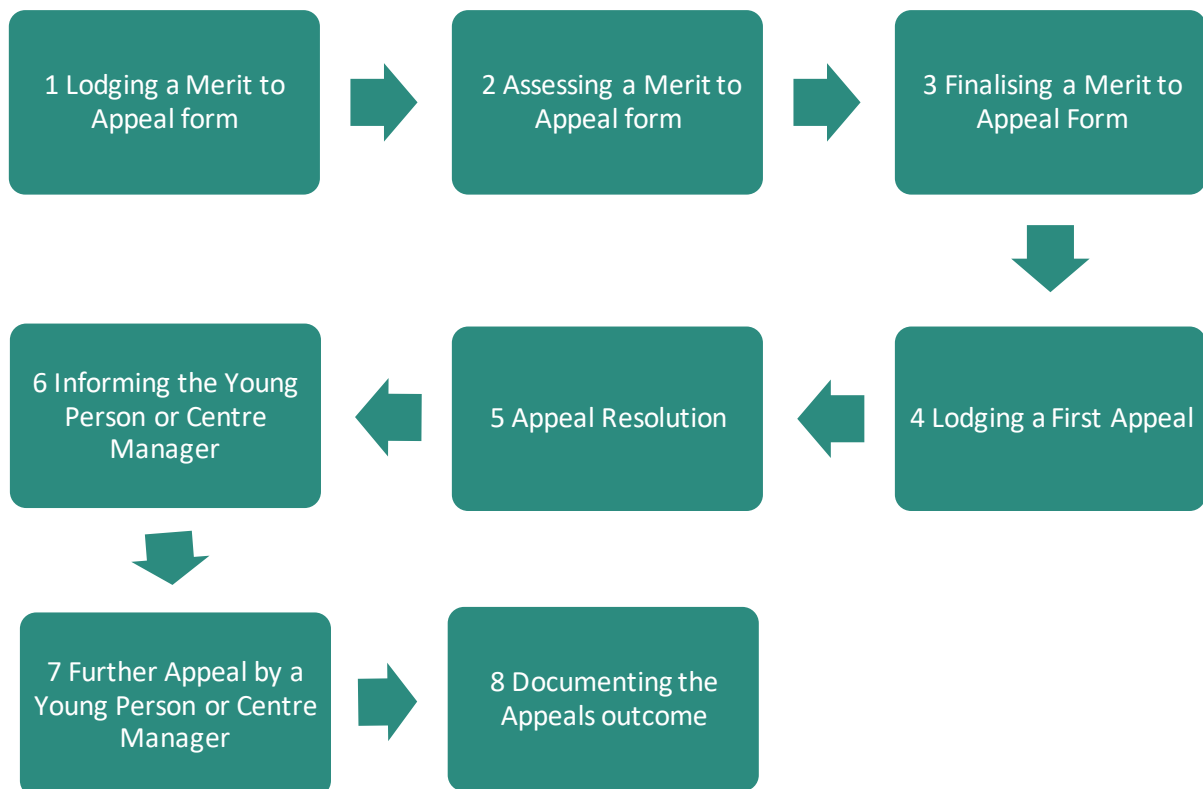
[Redacted task list for Classification Officer]

Responsibility: Youth Officers/ Unit Supervisor

Tasks

[Redacted task list for Youth Officers/ Unit Supervisor]

7. Process Map C: Appeals



8. Procedural Steps: Appeals

Step 1 – Lodging a Merit to Appeal Form
Responsibility: Youth Officer/Unit Supervisor
<p align="center">Tasks</p> <p>If the young person chooses to appeal, inform the classification officer immediately. Provide support to the young person if required.</p> <p>[REDACTED]'s response to classification and appeal, and then inform the Classification Officer.</p>
Responsibility: Centre Manager
<p align="center">Tasks</p> <p>Identify if an appeal is to be made within 7 days of the young person signing the classification initial or review form.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Responsibility: Classification Officer
<p align="center">Tasks</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>



Step 2- Assessing a Merit to Appeal Classification form
Responsibility: Coordinator Classification and Placements
<p align="center">Tasks</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>



Step 3- Finalising a Merit to Appeal Classification form
Responsibility: Classification Officer
Tasks
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]



Step 4- Lodging a First appeal
Responsibility: Classification Officer
Tasks
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]



Step 5 – Appeal Resolution
Responsibility: Manager CLCP
Tasks
[Redacted]
[Redacted]
[Redacted]
Responsibility: Director Custodial Operations
Tasks
[Redacted]
[Redacted]

Responsibility: Classification Officer

Tasks

Email the Manager Court Logistics, Classification & Placements to notify them of any outstanding appeals. This email will be forwarded to the responsible classification officer if required.



Step 6 – Informing the Young person OR the Centre Manager

Responsibility: Classification Officer

Tasks

[Redacted text]

If a further appeal is requested by the young person or Centre Manager go to step 7, or if there is no further appeal requested, go to step 8.



Step 7 – Further Appeal by a Young person or Centre Manager

Responsibility: Classification Officer

Tasks

If a young person or Centre Manager wants to submit a further appeal, then different reasoning for the further appeal is required and must be requested within 7 days from the date of the resolved first appeal.

[Redacted text]

[Redacted text]

Responsibility: Director Custodial Operations

Tasks

[Redacted text]

Responsibility: Executive Director

Tasks

[Redacted text]



Step 8- Documenting the Appeals Outcome

Responsibility: Classification Officer

Tasks

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

9. Supporting Documents

This procedure is supported by the following documents

9.1 Legislation

- *Children (Detention Centres) Act 1987*
- *Children (Detention Centres) Regulation (NSW) 2015*
- *Children (Criminal Proceedings) Act (NSW) 1987*

9.2 Policy

- *Case Management Policy*
- *File Management Policy*
- *Language & Communication Policy*
- *Serious Young Offender Review Panel (SYORP) Policy*

9.3 Procedure

- *File Management Policy*
- *Placement and Relocation of Young People Procedure*
- *Section 24(1)(c) Conditional Discharge Procedure*
- *Separations Procedure*
- *Transfer to Forensic Hospital Procedure*

9.4 Resources

- *Employee Information Sheet*
- *Language & Communication Kit*
- *Young Person Information Sheet*

9.5 Forms

- [REDACTED]
- [REDACTED]

10. Document Information

Title:	Objective Classification System Procedure
Business Centre:	Operations Unit
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11. Document History

Version	Date	Reason for Amendment
0.2	22 nd June 2020	The Objective Detainee Classification Procedure review scheduled as a part of the <i>LS3 Classification System Review Project 2020, YJNSW Custodial System Reform Program of Works</i> . The procedure has been transferred into new TOM template.
0.1	2 nd September 2011	Updated Legislation and add link to Act.
