

Alerts

When to use this procedure

Use this procedure when you need to create, modify or close a young person's alert

What is an alert?

Before using this procedure

Is this your first time using this procedure? See and understand table below:

- [Duty of care](#)
- [Writing effective alerts](#)

Start using this procedure

Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
All Staff	Always	All Staff steps
Admissions Staff	Always	Admissions Staff steps
Unit Manager	Always	Unit Manager steps
Assistant Unit Manager	In absence of or as directed by Duty Manager/Unit Manager	Unit Manager steps
Shift Supervisor	In absence of or as directed by Duty Manager/Unit Manager	Unit Manager steps
Duty Manager	Always	Duty Manager steps
AOD counsellor	Always	AOD counsellor steps
psychologist	Always	psychologist steps
Assistant Manager (CS)	Always	Assistant Manager (CS) steps
Assistant Manager (G)	Always	Assistant Manager (G) steps

Procedural steps

Role	Responsibilities
All staff	<p>[Redacted]</p> <p>[Redacted]</p> <p>People you need:</p> <ul style="list-style-type: none"> • Approving Officer • Unit Staff • Shift Supervisor/Unit Manager • Duty Manager <p>When commencing shift</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>Creating a new Alert</p> <p>When deciding whether an alert is needed:</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>When the Alert is being created:</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>1. [Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>Maintenance and supervision of alerts</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>Admissions Officer</p>	<p>People you need:</p> <ul style="list-style-type: none">• Duty Manager• Approving Officer <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

	<p>[Redacted]</p> <p>During detention</p> <p>1. [Redacted]</p> <p>[Redacted]</p> <p>Creating a new Alert</p> <p>1. Follow All Staff steps for creating a new Alert.</p>
<p>Duty Manager</p>	<p>People you need:</p> <ul style="list-style-type: none">• Admissions Staff• Unit Staff• Approving Officer• Assistant Manager (Client Services) <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

	<p>[Redacted]</p> <p>[Redacted]</p> <p>Closing the Alert</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>Psychologist</p>	<p>People you need:</p> <ul style="list-style-type: none">• Unit Staff• Unit Manager of detainee• Approving Officer for Custodial Environment, Escape, Gang Affiliation and Violence Alerts.• CSM Participants <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <ul style="list-style-type: none">[Redacted][Redacted][Redacted][Redacted] <p>[Redacted]</p> <ul style="list-style-type: none">[Redacted] <p>[Redacted]</p> <ul style="list-style-type: none">[Redacted][Redacted][Redacted][Redacted]
<p>Assistant Manager (G)</p>	<p>People you need:</p> <ul style="list-style-type: none">• Unit Managers <p>[Redacted]</p> <ul style="list-style-type: none">[Redacted]

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Legislation

CHILDREN (DETENTION CENTRES) ACT 1987: No 57 Current Version 7/1/2011

- S.14 Functions of the director-general
- S.19 Segregation of detainees for protection

- S.20 Complaints of Misbehaviour

- S.23A Escorted absences

- S.25 Removal to hospital of detainees

- S.28C Meaning of 'detention centre offence'

- S.33 Escaping

- S.37A Breaching conditions of leave

- S.37B Trafficking in alcohol, drugs or other things

CHILDREN (DETENTION CENTRES) REGULATION 2010:

- CL. 7 Classification of detainees
- CL. 8 Health and medical attention
- CL. 10 Segregation of detainees for protection

- CL.33 Articles not to be conveyed between visitors and detainees

- CL.64 Use of dogs to assist in drug detection

- CL. 67 Breath Testing

- CL.69 Urine sample where drug use suspected

- CL.70 Urine sample whether or not drug use suspected

- CL. 74 Misbehaviour

- Schedule 1 Misbehaviour

Change log

Date	Reason for change	Details of change
1 September	All Juvenile Justice Centre Procedures have been changed to reflect the staffing restructure within	The position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant

2009	Juvenile Justice Centres.	Unit Manager.
28 April 2010	Allied Health replaced by now Justice Health	Updated allied Health references to reflect change to Justice Health
18 February 2011	Children (Detention Centres) Regulation 2010. DET Client Risk Assessment report available	updated legislation references. Included reference to new DET Client Risk Assessment report
22 June 2011	Review of procedure	Bring documents in to line with government changes and to meet agency requirements.
5 July 2011	Review Legislative links	Renewed lin to currency with Legislation.
8 November 2013	review alerts process and CIMS update	procedure updated to reflect changes in alert types and how they are authorised and managed.

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