

Juvenile Justice Centres

Procedures, forms and resources

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Transfer to Forensic Hospital

When to use this procedure

This procedure is used when:

- a detainee has been assessed under section 55 of the *Mental Health (Forensic Provisions) Act 1990* ; and
- is to be transferred to the Forensic Hospital at Long Bay Correctional Complex from a juvenile justice centre.

Note: This procedure applies to juvenile correctional patients. A juvenile correctional patient is a detainee who has been transferred from a juvenile justice centre to the Forensic Hospital (Bronte Adolescent Forensic Unit) while serving a sentence, or while on remand, and who have not been classified by the Tribunal as an involuntary patient.

Before using this procedure

First time using this procedure? See and understand:

- [external medical casework](#)
- [incident management](#)
- [medical or other emergencies](#)

Start using this procedure

Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
Admissions Officer	Always	Admissions Officer steps
Duty Manager	In the absence of or as directed by the Assistant Manager (G) or Assistant Manager (CS)	Assistant Manager (G) or Assistant Manager (CS) steps
Transporting Staff	Always	Transporting staff steps
Assistant Manager (G)	Always	Assistant Manager (G) steps
Assistant Manager (CS)	Always	Assistant Manager (CS) steps

Centre Manager	Always	Centre Manager steps
Manager of Court Logistics, Classification and Placement	Always	Manager of Court Logistics, Classification and Placements

Procedural steps

Role	Responsibilities
Admissions Officer	<p>People you need</p> <ul style="list-style-type: none"> • Shift Supervisor/Assistant Unit Manager • Assistant Manager (Generalist) • Assistant Manager (Client Services) <p>[Redacted]</p> <p>[Redacted]</p> <ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] <p>Visitors and Mail</p> <ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] <p>Note: Should the detainee or Justice Health request additional correspondence (incoming / outgoing mail) the usual Juvenile Justice procedures for approval / non-approval mail must be applied (Letters and Parcels).</p>

- [REDACTED]
- [REDACTED]
- [REDACTED]

Note: While the detainee is detained at the Forensic Hospital **ONLY** approved visitors will be permitted. A list of approved visitors must be provided to the Forensic Hospital on admission. **Note that there is no facility for non-contact visits.**

Assistant
Manager (CS)

Transfer of information upon the detainee's admission to the Forensic Hospital

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Co-ordination of transport and movements

[REDACTED]

- [REDACTED]
 - [REDACTED]
 - [REDACTED]

[Redacted]

- [Redacted]

Safety and security issues

[Redacted]

- [Redacted]
- [Redacted]

Visitors and mail

- [Redacted]
- [Redacted]

Case Management

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

Leave Entitlements

- [Redacted]

Note: If the detainee is eligible for leave whilst at the hospital , the leave procedures of both Juvenile Justice and Justice Health must be complied with.

Planning the detainees discharge from the Forensic Hospital

- [Redacted]
- [Redacted]

[Redacted]

If a Case Conference is required;

- [Redacted]

If a Case Conference is not held;

- [Redacted]

If the detainee is being returned to a Juvenile Justice centre:

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

Note: If the detainee is to be placed at a centre that was not the originating centre, the usual [transfer procedures](#) will apply.

If the detainee is being discharged to the community:

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

Assistant Manager (G)

Transfer of information upon the detainee's admissions to the Forensic hospital

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

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

Co-ordination of Transport and Movements

Court movements

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

External medical and casework appointments

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

	<ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted]
<p>Centre Manager</p>	<p>Transfer of information upon the detainee's admission to the Forensic Hospital</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted] <p>Coordination of transport and movements</p> <ul style="list-style-type: none">■ [Redacted]<ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted] <p>Court Movements</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted] <p>Note: Justice Health will follow its own standard procedures to ensure the court is informed, if the detainee is assessed as unfit to attend.</p>

External medical and casework appointments

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

Safety and security issues

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

- [Redacted list item]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]

	<ul style="list-style-type: none">■ [Redacted]■ [Redacted] <p>[Redacted]</p>
<p>Manager Court Logistics, Classification and Placement</p>	<p>Coordination of transport and movements</p> <p>Court Movements</p> <p>[Redacted]</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted] <p>External medical and casework appointments</p> <p>[Redacted]</p> <ul style="list-style-type: none">■ [Redacted] <p>Safety and security issues</p> <p>Classification</p> <p>Note: Detainees transferred will retain their current classification while at the Forensic Hospital. There will be no further Classification Reviews conducted until a decision is made that the detainee is ready for transfer back to Juvenile Justice.</p> <p>[Redacted]</p> <ul style="list-style-type: none">■ [Redacted]<ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted] <p>Incident Management</p> <ul style="list-style-type: none">■ [Redacted]

	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>Transporting Staff</p>	<ul style="list-style-type: none"> ■ [Redacted] <ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted]

References

Legislation

The following legislation is applicable to this procedure:

- *Mental Health (Forensic Provisions) Act 1990*
- *Children (Detention Centres) Act 1987*
- *Children (Detention Centres) Regulation 2005*
- *Children (Criminal Proceedings) Act 1987*

Change log

Date	Reason for change	Details of change
.18/02/10	.New Procedure	.New Procedure - Transfer to Forensic Hospital

Intervention

Proactive

Category

Movements

Related procedures

[Leave](#)

[Movement out - Organising movements of detainees](#)

[Personal Property of detainees](#)