

Custodial Operations Policy and Procedures

1.3 Inmates with prior military service

Policy summary

Corrective Services NSW (CSNSW) provides inmates with an opportunity during the initial screening and reception process to self-disclose any previous Australian Defence Force (ADF) service. Inmates may provide their consent for the Department of Defence to verify any prior ADF service to CSNSW.

A self-disclosure or consent provided by an inmate does not require and should not be considered the sole reason for an inmate to be deemed at risk, undergo Interview for Placement, or any change to their classification or placement.

Inmates can be provided with information on any available entitlements from Department of Veteran Affairs (DVA) and support services available from Office of the Veteran Affairs (OVA) and non-government organisations by their Services and Programs Officer (SAPO).

Management of Public Correctional Centres Service Specifications

Service specifications	Rehabilitation and reintegration Safety and security
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW, and all CSNSW employees.

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1 Inmates with prior military service

1.1 Policy

CSNSW provides inmates with the opportunity to disclose any prior ADF service. Importantly, an inmate's self-disclosure or any consent provided regarding the confirmation of prior ADF service does not require, and should not be considered the sole reason for an inmate to:

- be deemed at risk
- undergo Interview for Placement, or
- a change to their respective classification or placement.

As part of the initial screening and reception process, a *New inmate lodgement and special instruction sheet* (which includes the *Inmate identification and observation form* (IIO)) is completed with an inmate who has entered into custody at either a court location or correctional centre (**refer to COPP section 1.1 Reception procedures**).

The IIO contains a question which provides inmates with an opportunity to self-disclose any previous ADF service. An inmate may also complete a *Request for confirmation of service (ADF)* form which provides the inmate's consent for the Department of Defence to verify any prior ADF service to CSNSW.

Inmates in custody prior to 1 January 2017 are provided with the opportunity to disclose any prior ADF service and to complete a *Request for confirmation of service (ADF)* form during their next scheduled Case Management Team (CMT) review.

If an inmate has given their consent and a *Request for confirmation of service (ADF)* form has been completed, it must be provided to the Corrections Corporate Support Unit (CCSU) of CSNSW by email to CSCorporateSupport@dcj.nsw.gov.au. This form will be provided to the Department of Defence, and on confirmation of service to CCSU, the result will be recorded in the Offender Integrated Management System (OIMS).

If inmates have disclosed prior ADF service and consented to this being confirmed by the Department of Defence, the confirmation of service will also assist CSNSW to provide support and a referral can be made for the inmate to receive information from their SAPO on any entitlements they are eligible to receive from Department of DVA.

The inmate may also be referred to the OVA and non-government organisations, such as the NSW Returned Service League, 'Solider On' for additional support services.

1.2 Procedures

	Procedure	Responsibility
1.	Complete an IIO form with the inmate when entering into custody (refer to COPP section 1.1 Reception procedures). Inmates must be asked the question which allows for self-disclosure of any previous ADF service.	Authorised officer

	Procedure	Responsibility
2.	Mark the IIO yes or no depending on whether the inmate claims prior ADF, and if they provide consent for CSNSW to receive confirmation from the Department of Defence.	Authorised officer
3.	Complete a <i>Request for confirmation of service (ADF)</i> form, if the inmate claims prior ADF service and consents to confirmation being received.	Authorised officer
4.	Send a copy of the completed form to CCSU.	Authorised officer
5.	Attached the original form to the IIO.	Authorised officer
6.	Provide a copy of the form to the Department of Defence for confirmation.	CCSU
7.	Record the response from the Department of Defence in the OIMS ' <i>Intake – Personal Information</i> ' screen.	CCSU

2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

3 Definitions

ADF	Australian Defence Force
Authorised officer	The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Policy and Procedures.
CMT	Case Management Team
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
IIO	Inmate Identification and Observation Form
OIMS	Offender Integrated Management System
CCSU	Corrections Corporate Support Unit
SAPO	Services and Programs Officer
DVA	Department of Veteran Affairs
OVA	Office of Veteran Affairs

4 Document information

Business centre: Custodial Operations

Approver: Kevin Corcoran

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Version	Date	Reason for amendment
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1.0		Initial publication following <i>Commissioner's Memorandum 2016/23</i>
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1.1	12/03/20	General formatting update and improvements
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1.2	19/09/23	Update of contact details for Corrections Corporate Support Unit. Update to include Department of Veteran Affairs (DVA) and Office of Veteran Affairs (OVA).
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