



**For Official Use Only**

# Detention Services Manual- Detainee placement - Detainee placement

## Standard Operating Procedure

This Standard Operating Procedure outlines the process for assessing detainee placement within the immigration detention network.

<b>Document approval date</b>	02 November 2018
<b>Last PPCF review date</b>	17 November 2017
<b>Contact</b>	Detention and Removal Operational Policy s22(1)(a)(ii)
<b>Document ID (PPN)</b>	DM-3248
<b>TRIM record number</b>	ADD2018/5732747
<b>Primary influencing Legislation(s)</b>	<i>Migration Act 1958</i>

Released by Department of Home Affairs  
under the Freedom of Information Act 1982

**For Official Use Only**

**For Official Use Only****Table of Contents**

<b>1. Introduction</b>	<b>3</b>
1.1. Purpose	3
<b>2. Scope</b>	<b>3</b>
2.1. In Scope	3
2.2. Out of Scope	3
<b>3. Glossary</b>	<b>4</b>
<b>4. Standard Operating Procedure</b>	<b>4</b>
4.1. Placement assessment within the IDN and placement implementation - planned arrival	4
4.2. Individual assessment for placement with in the IDN – unplanned arrival	5
4.3. Assessing detainees for transfer between IDFs	6
4.4. Person of Interest placement	7
4.5. Group movement for capacity/logistical purposes	8
<b>5. Accountability and responsibilities</b>	<b>9</b>
<b>6. Records management</b>	<b>9</b>
<b>7. Further assistance</b>	<b>9</b>
<b>8. Statement of Expectation</b>	<b>10</b>
<b>9. Related Framework documents</b>	<b>10</b>
<b>10. References and legislation</b>	<b>10</b>
<b>11. Consultation</b>	<b>11</b>
11.1. Internal consultation	11
11.2. External consultation	11
<b>12. Document details</b>	<b>11</b>
12.1. Document change control	11
12.2. Standard Operating Procedure approval	11

Released by Department of Home Affairs  
under the Freedom of Information Act 1982

## For Official Use Only

# 1. Introduction

## 1.1. Purpose

- 1.1.1. This Standard Operating Procedure (SOP) outlines the operational process of assessing detainee placement within the immigration detention network (IDN).
- 1.1.2. This is a nationally consistent process to ensure operational activities are carried out correctly and in compliance with the Policy Statement (PS) and Procedural Instruction (PI).
- 1.1.3. This SOP aligns to and must be implemented in conjunction with <sup>s22(1)(a)(ii)</sup> [REDACTED] and <sup>s22(1)(a)(ii)</sup> [REDACTED]

# 2. Scope

## 2.1. In Scope

- 2.1.1. This SOP provides guidance to officers regarding the procedures for:
- assessing a detainee for placement within the IDN
  - assessing a detainee for transfer within the IDN and
  - moving groups of detainees to re-balance the IDN for capacity/logistical purposes.
- 2.1.2. This SOP also applies to Suspected Illegal Foreign Fishers and Suspected Foreign Offenders held in an immigration detention facility (IDF). Before transferring a Suspected Illegal Foreign Fisher or a Suspected Foreign Offender from one IDF to another, the Department of Home Affairs (Department) including the Australian Border Force (ABF) and Facility and Detainee Service Provider (FDSP) must discuss the proposed transfer with the agency that is considering whether to charge the person with an offence.

## 2.2. Out of Scope

- 2.2.1. This SOP does not cover:
- internal placement arrangements within IDF themselves (this is a matter for the FDSP)
  - airport turnarounds
  - transferring transitory persons in detention to a regional processing country
  - process of physically transferring a detainee/s
  - placements in a correctional facility (Tier 4 placement) or
  - transfer and placement in a Residence Determination (community placement) arrangement.

Released by Department of Home Affairs  
under the Freedom of Information Act 1982

## For Official Use Only

### 3. Glossary

- 3.1.1. The terms and their accompanying definitions that have specific meanings in the context of the suite of detention instructions is at [DM-5249](#) in PPCR (*Detention Services Manual – Glossary*).

### 4. Standard Operating Procedure

#### 4.1. Placement assessment within the IDN and placement implementation - planned arrival

*Note: The term 'detaining officer' used below is a general one and may include compliance officers.*

Step	Action	Person Responsible
<b>Conducting an individual assessment of a planned arrival</b>		
4.1.1.	Assess detainee (including any minors either accompanied as part of family unit or unaccompanied) placement risk and vulnerabilities using the <sup>s47E(d)</sup> to determine the most appropriate placement within the IDN.	Detaining officer
4.1.2.	If the detainee has no known criminal/negative behavioural background, follow the steps for an unplanned arrival in <b>Section 4.2</b> of this SOP.	
4.1.3.	If there are known national security concerns or known criminal history, contact the Detention Security (National) at <sup>s47E(d)</sup> to request national security/criminal history information input/information.	
4.1.4.	Liaise with the national security teams and provide any national security/criminal history information to the detaining officer.	Detention Security (National)
4.1.5.	Complete the <sup>s47E(d)</sup> .	Detaining officer
4.1.6.	Save a copy of the <sup>s47E(d)</sup> to the detainee's record in the CCMD portal and on their TRIM file.	
4.1.7.	Where a detainee is yet to be recorded in CCMD portal, save the placement assessment on the detainee's TRIM file.	
4.1.8.	Email a copy of the <sup>s47E(d)</sup> to the National Detention Placements Section at <sup>s47E(d)</sup>	
4.1.9.	Consult the national detention dashboard to confirm the appropriate placement, based on the risk level generated by <sup>s47E(d)</sup> .  Make the placement recommendation.	
4.1.10.	Inform the ABF Detention Superintendent at the receiving IDF of a recommendation given to place a detainee at the IDF. Consider any views of the ABF Detention Superintendent (Facility).	Detention Placements Officer (National)
4.1.11.	If a placement cannot be determined, refer to the Commander, Detention Operations (National).	Superintendent Detention Placements (National)
4.1.12.	Where placement requires a transfer (for example, interstate), create a Request for Service (RFS) and email it to Removals Operations HQ Officer (National), at least 72 hours prior to intended transfer.	Detaining officer (sending IDF)

Released by Department of Home Affairs  
under the Freedom of Information Act 1982

## For Official Use Only

Step	Action	Person Responsible
4.1.13.	Submit RFS to National FDSP Transport and Escort (T&E) Manager Confirm travel arrangements for the transfer to the receiving IDF with the ABF detaining officer and the ABF Detention Superintendent at the receiving IDF.	Removals Operations HQ Officer (National)
4.1.14.	Communicate the confirmed travel details to ABF Detention Operations (receiving IDF).	Removals Operations HQ Officer (National)
4.1.15.	Transfer the detainee to the receiving IDF in accordance with §22(1)(a)(ii)	FDSP T&E Team
4.1.16.	Conduct induction into the IDF as per §22(1)(a)(ii)	FDSP Property Officer
4.1.17.	If arrival takes place during business hours, complete all sections of the §47E(d) If arrival takes place after business hours, complete an induction risk assessment.	FDSP Security Manager
4.1.18.	Conduct health screening of the new detainee in the form of a Health Induction Assessment (HIA).	Detention Health Service Provider (DHSP) staff
<b>Finalising placement in the IDF</b>		
4.1.19.	Attach the completed §47E(d) to the detainee's CCMD profile once it is confirmed.	FDSP Staff Security Manager
4.1.20.	Place the detainee in suitable accommodation, based on §47E(d).	FDSP Facility Operations Manager (FOM)
4.1.21.	Notify the DHSP clinic of the placement arrangements.	ABF Detention Operations Officer (Facility)

## 4.2. Individual assessment for placement with in the IDN – unplanned arrival

Step	Action	Person Responsible
<b>Conducting an individual assessment of an unplanned arrival</b>		
4.2.1.	Conduct induction of the detainee into the IDF.	FDSP Property Officer
4.2.2.	Complete all §47E(d) actions.	FDSP Security Manager
4.2.3.	Attach the completed §47E(d) to the detainee's profile in the CCMD portal.	FDSP Security Manager
4.2.4.	Place the detainee in suitable accommodation §47E(d)	FDSP FOM

 Released by Department of Home Affairs  
under the Freedom of Information Act 1982

## For Official Use Only

Step	Action	Person Responsible
4.2.5.	Notify the DHSP clinic of placement arrangements.	ABF Detention Operations Officer (Facility)
4.2.6.	Complete all sections of the <sup>s47E(d)</sup> to determine if initial placement at the IDF is appropriate or if a more appropriate placement is required.	
4.2.7.	Provide the completed <sup>s47E(d)</sup> to the ABF Detention Superintendent at the IDF. The assessment using <sup>s47E(d)</sup> must be done within the first five days.	
4.2.8.	If the detainee's risk rating changes and requires that the detainee be transferred to another IDF, notify the Superintendent National Detention Placements Section in the first instance.	ABF Detention Superintendent (Facility)
4.2.9.	If placement in another IDF is required, follow the step for transfer between immigration facilities in <b>Section 4.3</b> of this SOP.	ABF Detention Superintendent (Facility)

### 4.3. Assessing detainees for transfer between IDFs

Step	Action	Person Responsible
<b>Moving detainees between IDFs</b>		
4.3.1.	Complete the <sup>s47E(d)</sup> and review any upcoming health appointments, stakeholder meetings, court hearings, adverse security assessment notification or other potential status resolution impacts including removal planning and the best interests of any minors involved, on the proposed transfer. In the case of an Immigration Guardianship of Children (IGOC) minor, the IGOC delegate should be contacted.	ABF Detention Operations Officer (Facility)
4.3.2.	Request and obtain a fit to travel (FTT) assessment from the DHSP for the detainee to be transferred.	
4.3.3.	Request a detention service provider assessment (DSPA) from FDSP staff for the detainee to be transferred.	
4.3.4.	Finalise <sup>s47E(d)</sup> .	
4.3.5.	Save a copy of <sup>s47E(d)</sup> on the detainee's record in the CCMD portal and on their TRIM file.	
4.3.6.	Email a copy of the finalised <sup>s47E(d)</sup> to National Detention Placements Section at <sup>s47E(d)</sup>	
4.3.7.	Determine the most appropriate receiving IDF and make placement decision.  Notify the ABF Detention Superintendent at the receiving IDF.	Detention Placements Officer (National)
4.3.8.	Complete a FTT assessment and provide to the ABF Detention Operations Officer within 48 hours from receipt of the request.  Where applicable, the DHSP may provide feedback/advice on the suitability of the suggested final placement based on clinical considerations and requirements.	Health Services Manager (HSM)

 Released by Department of Home Affairs  
under the Freedom of Information Act 1982

## For Official Use Only

Step	Action	Person Responsible
4.3.9.	Where placement requires a transfer (for example, interstate), submit a transfer request, DSPA, FTT assessment and placement approval email to the Removals Operations HQ Officer (National), where possible at least 72 hours prior to intended transfer.	ABF Detention Operations Officer (sending IDF)
4.3.10.	Advise the FDSP and DHSP of the transfer date, time and transfer arrangements as soon as possible and at least <b>48</b> hours prior to intended transfer.	ABF Detention Operations Officer (sending IDF)
4.3.11.	Inform Removals Operations HQ (National) of the decision to transfer a detainee or detainees.	
4.3.12.	Send Intent to Transfer to sending and receiving IDF.	Detention Placements Section (National)
4.3.13.	Transfer the detainee to the receiving IDF <small>s22(1)(a)(ii)</small> <div style="background-color: #cccccc; width: 100%; height: 50px; margin-top: 5px;"></div>	Removals Operations HQ Officer (National)
<b>Temporary transfers of detainees between IDFs for less than 7 days</b>		
4.3.14.	Complete one request for a return transfer.  Ensure the Request for Transfer form clearly articulates the dates required for the return transfer.	ABF Detention Operations Officer (sending IDF)
4.3.15.	Transfer the detainee to the receiving IDF <small>s22(1)(a)(ii)</small> <div style="background-color: #cccccc; width: 100%; height: 40px; margin-top: 5px;"></div>	Removals Operations HQ Officer (National)
4.3.16.	If the detainee is required to attend appointments such as court appearances or medical appointments known at the time: <ul style="list-style-type: none"> <li>Complete all relevant Requests for Services (RFSs)</li> <li>Inform the receiving IDF about all RFSs and make any necessary amendments.</li> </ul>	ABF Detention Operations Officer (sending IDF)

### 4.4. Person of Interest placement

Step	Action	Person Responsible
<b>Placing a person of interest (POI)</b>		
<small>s47E(d)</small>		

Released by Department of Home Affairs under the Freedom of Information Act 1982

## For Official Use Only

Step	Action	Person Responsible
<small>s47E(d)</small>		

### 4.5. Group movement for capacity/logistical purposes

Step	Action	Person Responsible
<b>Undertaking group movement for capacity/logistical purposes</b>		
4.5.1.	For each detainee being considered for the group movement: <ul style="list-style-type: none"> <li>Complete a new <small>s47E(d)</small></li> <li>review any upcoming health appointments, stakeholder meetings, court hearings</li> <li>review any adverse security assessment notifications and</li> <li>review any other potential status resolution impacts caused by the proposed transfer, including removal planning.</li> </ul>	ABF Detention Operations Officer (Facility)
4.5.2.	Check the national detention dashboard to determine potential group movement options.	Superintendent, Detention Placements (National)

Released by Department of Home Affairs under the Freedom of Information Act 1982



## For Official Use Only

Step	Action	Person Responsible
4.5.3.	Liaise with the Removals Operations HQ (National) to confirm availability of charter date specified or advise of next possible date.	Detention Placements Officer (National)
4.5.4.	Contact relevant IDFs to discuss movement options.	Superintendent, National Detention Placements Section
4.5.5.	Provide notice of intent to facilities (both sending and receiving) to obtain numbers of detainees being transferred.	
4.5.6.	Confirm numbers and cohorts for movement.	
4.5.7.	Provide a list of suitable detainees (based on agreed cohorts) in order of priority with FTT assessments and DSPAs to: <ul style="list-style-type: none"> <li>• Superintendent Detention Placements (National)</li> <li>• ABF Detention Superintendent (receiving IDF)</li> <li>• Detention Health Operations (National)</li> <li>• Removals Operations HQ (National).</li> </ul>	ABF Detention Superintendent (sending IDF)
4.5.8.	Approve or reject placement decision. If a placement cannot be determined, refer to the Commander Detention Operations (National).	Superintendent, Detention Placements Section (National)
4.5.9.	Determine final placement if referred by Superintendent, National Detention Placements Section.	Commander Detention Operations (National)
4.5.10.	Provide an updated transfer list to the Removals Operations HQ (National).	ABF Superintendent (sending IDF)
4.5.11.	Confirm charter travel arrangements for the group transfer.	Removals Operations HQ Officer (National)
4.5.12.	Communicate the confirmed travel details to the ABF Detention Operations (receiving and sending IDFs) and National Detention Placements Section.	

## 5. Accountability and responsibilities

- 5.1.1. For Accountability and responsibilities, refer to [DM-5126](#) in PPCR (*DSM - PI - Detainee placement - Assessment and placement of detainees in IDFs*).

## 6. Records management

- 6.1.1. All records created as a result of this procedure **must** be managed in accordance with the Records Management Policy Statement. Records created as a result of this procedure **must** be saved in TRIM RM8 or an approved business system.

## 7. Further assistance

- 7.1.1. If you require further advice or assistance, or would like to provide feedback in relation to this SOP, please contact the Detention and Removal Operational Policy section at   
s47E(d)

Released by Department of Home Affairs  
under the Freedom of Information Act 1982

## For Official Use Only

### 8. Statement of Expectation

- 8.1.1. The APS Code of Conduct states that ‘an APS employee must comply with any lawful and reasonable direction given by someone in the employee’s Agency who has authority to give the direction’ (subsection 13(5) of the *Public Service Act 1999* (Public Service Act).
- 8.1.2. Failure by an APS employee to comply with any direction contained in a PPCF document may be determined to be a breach of the APS Code of Conduct, which could result in sanctions up to and including termination of employment, as set out in subsection 15(1) of the Public Service Act.
- 8.1.3. The Secretary’s Professional Standards Direction, issued under subsection 55(1) of the *Australian Border Force Act 2015* (the ABF Act), requires all IBP workers who are not APS employees (such as contractors or consultants) to comply with any lawful and reasonable direction given by someone in the Department with authority to issue that direction.
- 8.1.4. Failure by an IBP worker who is not an APS employee to comply with a direction contained in a PPCF document may be treated as a breach of the Professional Standards Direction, which may result in the termination of their engagement under section 57 of the ABF Act. Non-compliance may also be addressed under the terms of the contract engaging the contractor or consultant.
- 8.1.5. For all other provisions of PPCF documents, the Secretary and the Commissioner ABF expect all IBP workers to:
- consider whether a proposed departure from any provision set out in a PPCF document is reasonable and justified in the circumstances
  - consider the risks of departing from any provision set out in a PPCF document
  - be responsible and accountable for the consequences of departing from, or not adhering to the content of, all PPCF documents, including where such departure or non-adherence results in a breach of any legal or other obligations which lead to adverse outcomes for the Department and
  - be responsible for documenting the reasons/justification for their decision to depart from, or not adhere to, any PPCF document.
- 8.1.6. IBP workers who make decisions or who exercise powers or functions under legislation have a duty to make these decisions or exercise these powers or functions in accordance with the requirements of the legislation and legal principle.

### 9. Related Framework documents

- 9.1.1. For Related framework documents, refer to [DM-5126](#) in PPCR (*DSM - PI - Detainee placement - Assessment and placement of detainees in IDFs*).

### 10. References and legislation

- 10.1.1. For References and legislation, refer to [DM-5126](#) in PPCR (*DSM - PI - Detainee placement - Assessment and placement of detainees in IDFs*).

 Released by Department of Home Affairs  
under the Freedom of Information Act 1982

**For Official Use Only**

# 11. Consultation

## 11.1. Internal consultation

11.1.1. For internal stakeholders consulted in the development of this SOP, refer <sup>s22(1)(a)</sup> <sub>(ii)</sub> [REDACTED]

## 11.2. External consultation

11.2.1. For external stakeholders consulted in the development of this SOP, refer <sup>s22(1)(a)</sup> <sub>(ii)</sub> [REDACTED]

# 12. Document details

<b>BCS Category/Function</b>	Detention Management
<b>BCS Sub-Category/Sub-Function</b>	DM-01 Detainee Facility Management
<b>Period of Effect</b>	2 November 2021

## 12.1. Document change control

Version number	Date of issue	Author(s)	Brief description of change
2.0	28/06/2017	Detention and Removal Operational Policy	Update of detention instructions to reflect PPCF requirements.
3.0	17/11/2017	Detention and Removal Operational Policy	Reviewed as per Deputy Commissioner's request for 'extraordinary review'.
3.1	17/11/2017	Detention and Removal Operational Policy	Update PPCF review.
4.0	18/10/2018	Detention and Removal Operational Policy	Update legal review.
5.0	25/10/2018	Detention and Removal Operational Policy	Update post Inspector review
6.0	30/10/2018	Detention and Removal Operational Policy	Update post Superintendent review.

## 12.2. Standard Operating Procedure approval

<b>Document owner</b>	Commander ABF Governance
<b>Approval date</b>	2 November 2018

 Released by Department of Home Affairs  
 under the Freedom of Information Act 1982