

## TERMS OF REFERENCE REVIEW OF WATCHHOUSE POLICY AND PROCEDURES

### *Introduction*

1. The Australian Federal Police (AFP) considers that it is timely to review the operations of the watchhouse and to determine if there are any areas where they could be improved.
2. The AFP and the Law Enforcement Ombudsman (the Ombudsman) have agreed to conduct a joint review of the watchhouse operations in accordance with these terms of reference.

### *Aim of review*

3. The aim of the review is to examine the policies, practices and procedures applying to watchhouse operations and to make recommendations on any actions required to improve all aspects of watchhouse operations.
4. The review team's methodology will include, but not be limited to, the examination and assessment of:
  - the policies and procedures applicable to watchhouse operations
  - the guidelines available to watchhouse staff
  - the training and supervision given to AFP members working in the watchhouse
  - the functioning of the closed circuit television networks installed in the watchhouse
  - the use of force and physical restraints in the watchhouse
  - the assessment, identification and subsequent treatment of persons with special needs
  - a sample of watchhouse records and videotapes to determine how effectively the procedures are implemented in practice, and
  - the responsibility for oversight and management of watchhouse staff.
5. The review team may also consider, in relation to the current operations of the watchhouse:
  - any other information that has arisen from complaints to the AFP or the Ombudsman about matters relating to the watchhouse, and
  - any comments on watchhouse matters made by courts, oversight bodies or persons with information about watchhouse operations.
6. The review team may interview relevant parties, as it considers appropriate.
7. The review should look at best practice for police watchhouse or equivalent facilities. To the extent that this best practice is appropriate to the AFP, the review should make recommendations to bring current operations up to the best practice standards, if they are not already compliant.

### *Follow up of recommendations*

8. The AFP has responsibility for implementing any agreed recommendations made by the review team. The AFP will report to the Steering Committee on the progress of the implementation six months from the date of the final report or as otherwise recommended in the report.

*Composition of the review team*

9. The review team will consist of the following members:

- Federal Agent Rudi Lammers (AFP)
- Ms Katherine Campbell (Ombudsman's Office)

10. Secretariat support and physical working space is to be provided by the AFP. This includes arranging for the review team to have access to personnel, documents and computer databases.

*Time frame for review and reporting arrangements*

11. The review is to commence on Monday 12 February 2007 and be completed by Friday 27 April 2007.

12. The review team will report to a Steering Committee consisting of:

- Deputy Ombudsman
- Senior Assistant Ombudsman (Law Enforcement)
- Chief Police Officer Australian Capital Territory
- AFP National Manager Human Resources

13. Contact with the Steering Committee will take the form of regular meetings, discussion with individual members, and the presentation of a draft report by 18 April 2007.

14. The purpose of the Steering Committee is to provide guidance and direction to the review team. If review team members differ as to the process or outcome of any aspect of the review, they will refer the matter to the Steering Committee for discussion and resolution.

15. If the members of the Steering Committee do not agree on any issue, this difference and the reasons for the differing views may be included in the final report.

*Other issues*

16. The review team will refer any incidents or complaints requiring investigation to AFP Manager Professional Standards (MPRS) for action in accordance with established processes as soon as practical and MPRS will report back to the review team on any systemic issues that become apparent during the course of its investigations, that may be relevant to the review.

17. If requested, the review team will provide these terms of reference to relevant groups and stakeholders, such as the Australian Federal Police Association, and will give these groups the opportunity to provide input to the review.

18. The final joint report will be made public, with appropriate deletions for reasons of security or the privacy of individuals.

  
M. J. Keelty  
Commissioner  
Australian Federal Police

  
Dr Vivienne Thom  
Acting Commonwealth and  
Law Enforcement Ombudsman

7 February 2007