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VICTORIA POLICE

Local Area Agreement Protocols and Investigation Instructions Parkville Youth Justice Precinct, Parkville

Melbourne North Police Station, 36 Wreckyn Street, North Melbourne provides a 24 hour Police service to the suburbs of Carlton, Flemington showgrounds, Kensington, North Melbourne and Parkville.

The Parkville Youth Justice Precinct (PYJP), 900 Park Street, Parkville is a secure youth facilities managed by the Department of Human Services (DHS) and incorporates the Melbourne Youth Justice Centre (MYJC).

1. Purpose

- Facilitate a collaborative working relationship between the Melbourne North Police Station and the Parkville Youth Justice Precinct, Parkville.
- Ensure that DHS staff receives appropriate advice and a timely response to incidents requiring actual Victoria Police involvement.
- Ensure that Victoria Police receive timely and sufficient information in order to conduct any relevant enquires or investigations.

2. Context

2.1 This agreement should be read in conjunction with the Juvenile Justice Centre Operations Manual (chapter 9A) Emergency Procedures. Sections,

3.11 Forensic Sampling

3.13 Police interviews

9.11 Incident Reporting

3.12 Fingerprinting in Legal Custody

9.5 Contraband

9.17 Reporting to Police

3. Responding to Criminal Offences

3.1 In accordance with the Juvenile Justice Centre Operations Manual section 9.17 *Reporting to Police*,

If centre staff or management believe that a criminal act has been committed it must be reported to the Police as soon as possible and a Department of Human Services incident report form completed within the required timelines.

3.2 The Parkville Youth Justice Precinct (PYJP) and/or the Adolescent Forensic Health Service (AFHS) will provide copies of any medical evidence including examination reports and photographic evidence relating to any criminal offences committed at either centre on request of the investigating Police member.

3.3 Victoria Police will give priority to investigations involving staff members of the PYJP whereby allegations or complaints have been made whilst staff members were on duty at the precinct.

4. Crime Reporting Procedures

4.1 The following two reporting options are to be considered should a criminal offence come to the attention of DHS management or staff. Staff will make an initial assessment regarding the seriousness of the incident.

1) **Non-urgent.** These incidents can include the following but not limited to the discovery of contraband including prescription and non-prescription medication/drugs, minor unlawful assaults, minor criminal/wilful damage including graffiti, thefts, verbal threats of injury towards staff and other clients.

DHS staff will compile an incident report form and email it to the Melbourne North Police Station within 48 hours, MELBOURNE NORTH-MJJC-OIC. The email account will be checked on a daily basis by a Police supervisor from the Melbourne North Police Station.

Upon receiving the incident report form an investigator will be nominated by a Police supervisor from the Melbourne North Police Station. The investigator will then liaise with an operations manager from PYJP.

DHS staff will take into consideration the gathering and preservation of any available evidence/exhibits, the obtaining of photographs and the preservation of a crime scene if applicable.

2) **Urgent.** These incidents can include the following but not limited to death, serious assault requiring medical treatment/locum service including all DHS *category 1* and *category 2* incidents, escapes, absconding, riots, sieges, hostages, fires, other serious indictable offences.

DHS staff will contact 000 in the first instance for the immediate attendance of Police or alternately the Melbourne North Police Station on 8379 0800 (b) to seek guidance or clarification.

DHS staff will ensure initial crime scene action is taken regarding the gathering and preservation of any available evidence/exhibits, obtaining photographs and the preservation of a crime scene if applicable.

5. Weapons / Drugs / Contraband

5.1 In accordance with the Juvenile Justice Centre Operation Manual 9.5 Contraband, DHS staff will take the following action,

Contraband suspected of having been used in committing an offence or of being stolen property is to be handed to the Police. If Police do not require the article as evidence and the item is legal, the CEO or delegate will decide if the article should be disposed off or remain the property of the person from whom it was seized.

5.2 All seized exhibits or items of evidence that are to be handed to Police must be secured in the PYJP control room safe. A statement of continuity must also be compiled and kept with the exhibit for the information of Police.

5.3 A key for accessing the control room safe is held with the operations manager at PYJP. A spare safe key is kept in the section Sergeant's office at the Melbourne North Police station. The authority to remove this key from the section office must be given by a Sergeant or above.

5.4 PYJP operations management will inspect the control room safe on the first Monday of every month. The operations manager is required to contact the duty section Sergeant at the Melbourne North Police station should items need to be collected.

6. Police Interviews

6.1 Police interviews with clients of the PYJP must be made in conjunction with the relevant provisions of the Crimes Act 1958, section 464B, the Children, Youth and Families Act 2005 and the Juvenile Justice Centre Operations Manual (chapter 9A) Emergency Procedures. Sections 3.11, 3.12 and 3.13.

6.2 All interviews involving serious indictable offence matters must be audio and video recorded. Interviews will be conducted at the Melbourne Children's Court, 477 Little Lonsdale Street, Melbourne in the first instance.

6.3 Police informants are required to liaise with PYJP operations management to facilitate the interviewing process. Police informants will serve a gaol order on the

client through operation management prior to a client being removed from the centre for all court matters. Transport arrangements will be arranged after consultation between the Police informant and operations management.

7. Removing Clients from the Centre

7.1 Police may remove a client from the centre only after the request of the chief executive officer (CEO) so as to maintain the safety and good order at the centre. The following condition shall apply,

- *A serious indictable offence must have been committed.*

7.2 PYJP staff must preserve any crime scene and secure any exhibits pertaining to the offence. Centre staff will provide statements to Police at the first available opportunity detailing their involvement in the offence.

8. Escape / Abscond

8.1 Pursuant to the Juvenile Justice Centre Operation Manual, centre staff must report all escapes and absconds from the centre to Police on 000. Staff will provide all necessary details pertaining to the client as part of the reporting procedure. Should a client escape or absconds on escorted leave, staff will report the incident to the nearest Police station immediately and provide all necessary details pertaining to the client to assist in the apprehension. Police will ensure that a *missing person report* (VP L18A) is compiled and submitted immediately.

8.2 Apprehended escapees will be returned to the PYJP by Police at the earliest available opportunity.

8.3 In the event that an escapee returns voluntarily to PYJP, centre staff will ensure that Police are notified immediately and the active *missing person report* will be marked completed.

9. Riots/ Siege /Hostage

9.1 In the event of a riot, siege or hostage situation at PYJP, centre staff will notify Police immediately on 000. The attending Police patrol supervisor will liaise with the centre duty manager prior to the deployment of any Police resources to ensure safety protocols are followed. The attending Police patrol supervisor will consider the deployment of the critical incident response team (CIRT) and the utilisation of a negotiator.

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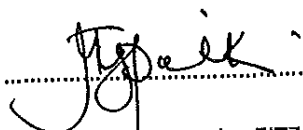
10. Police attendance at the Centre

10.1 Police attending either PYJP will report to the relevant unit manager, or the duty manager outside of business hours. Attending Police should proceed to the centre's control room and await further assistance.

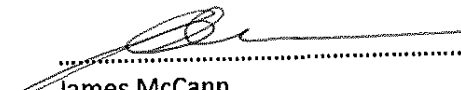
11. Liaison

11.1 Alternating liaison visits should occur every two months between centre management and Police. It is expected that a centre operation manager and a Police supervisor from the Melbourne North Police station will attend these meeting.

Signed/Dated:


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Senior Sergeant John FITZPATRICK 21962
Station Commander
Melbourne North Police Station


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James McCann
General Manager
Parkville Youth Justice Precinct, Parkville.

Date: 23.3.2012