Australian Capital Territory

Corrections Management (Master Control Room – Night Shift) Operating Procedure 2017

Notifiable instrument NI2017-644

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

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1   Name of instrument

This instrument is the *Corrections Management (Master Control Room – Night Shift) Operating Procedure 2017.*

2   Commencement

This instrument commences on the day after its notification day.

3   Operating procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

4.   Revocation

Nil.

Jon Peach
Executive Director
ACT Corrective Services
5 December 2017

OPERATING PROCEDURE	Master Control Room – Night Shift
OPERATING PROCEDURE NO.	1.1.6
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to staff conducting Night Shift duties within the Master Control Room (MCR).

PROCEDURES

1. General

1.1 Complete a handover with off going shift, including:
- Confirm the detainee roll check is correct.
- Confirm the centre appears electronically secure.
- Details of any known/existing faults with the electronic system.
- Details of any known hospital watches, including mobile contact details and details of the officers in attendance.

1.2 Log the time the handover is conducted in the MCR log book.

1.3 Determine that the setting of the cameras in the MCR provides the most appropriate screen view for the shift.

1.4 Ensure correct camera views are displayed for the duration of the shift.

1.5 Conduct camera checks and complete the Daily Security System Checklist, ensuring all cameras are functioning and appear online.

1.6 Notify the Officer in Charge (OIC) of any faulty, damaged or covered cameras and note on the Daily Security System Checklist.

1.7 If any camera/s are unable to be uncovered, note on the Daily Security System Checklist the camera location and the reason it is not able to be uncovered.

1.8 Conduct a perimeter check with the nominated officer. The perimeter must appear green onscreen to indicate the system is online and functioning and the strobe light must activate.

1.9 The first perimeter check must include a check that the Visits Reception sliding door is secured.

1.10 If any section of the perimeter is red, not functioning, notify the OIC and note on Daily Security System Checklist.

1.11 The OIC must report faults and/or damage to the service provider via iservice@chubb.com.au.

1.12 All perimeter checks must be logged in the MCR log book detailing:
- Time check commenced.
- Time check completed.
- Name of the officer conducting the check.
- Any other information relevant to the check.

1.13 Control movement through all doors and gates.

1.14 Operate X-ray from within the MCR as required.

1.15 Perimeter alarms must be reported to the OIC and logged in the Perimeter Alarm log book.

1.16   Monitor cameras and intercoms.

1.17   Investigate the cause and location of any alarms by camera check prior to notifying the OIC.

1.18   If the cause cannot be verified by camera, contact the OIC to further investigate.

1.19   Log the time of the alarm, the outcome of the alarm, the camera verification, and any subsequent checks in the MCR log book.

1.20   Respond to detainee intercoms as required.

1.21   Submit Officer Reports as required.

RELATED DOCUMENTS

- Security Framework
- Gate Policy
- CCTV Policy
- Incident Response Policy
- Radio Procedure
- Incident Alert and First Response Operating Procedure

RELATED FORMS

- Daily Security System Checklist
- Officer Report

Jon Peach
Executive Director
ACT Corrective Services
  November 2017

Document details

Criteria	Details
Document title:	Corrections Management (Master Control Room - Night Shift) Operating Procedure 2017
Document owner/approver:	Executive Director, ACT Corrective Services
Date approved:	xx.xx.2017
Date effective:	The day after the notification day
Review date:	3 years after the notification day
Expiry date:	Nil
Responsible Officer:	Head of Security

Criteria	Details
Compliance with legislation:	This operating instruction reflects the requirements of the *Corrections Management (Policy and Operating Procedure Framework) Policy 2017*

Version control

Version	Notification date	Instrument
Version 1.0		