

Corrections Management (Master Control Room – System Checks) Operating Procedure 2017

Notifiable instrument NI2017-647

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Master Control Room – System Checks) 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
4 December 2017



OPERATING PROCEDURE	Master Control Room – System Checks
OPERATING PROCEDURE NO.	1.1.3
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to staff conducting security check of cameras and perimeter fences in the Master Control Room (MCR).

PROCEDURES**1. Camera Check**

- 1.1. The Daily Security System Checklist must be completed and forwarded to the Gate Supervisor, noting the following:
 - The individual number of faulty camera/s
 - The individual number of covered camera/s
 - The individual number of damaged camera/s
- 1.2. The Gate Supervisor must inform the relevant Area Supervisors of faults in their area.
- 1.3. The Gate Supervisor must notify the relevant Area Supervisor of any covered cameras for immediate rectification.
- 1.4. The Gate Supervisor must email camera faults and damage to the service provider via iservice@chubb.com.au and log the following in the Chubb log book:
 - Date fault/damage identified
 - Camera number
 - Camera Location
 - Description of fault/damage
- 1.5. The Gate Supervisor is to advise the Area Manager of any potential security issues e.g. "Camera 415 perimeter zone 4 not working, no coverage of zone 4 perimeter".

2. Perimeter Check

- 2.1. Establish communications via radio with the officers conducting the manual fence perimeter check.
- 2.2. Ensure each fence zone alerts as officers activate the alarms:
 - Inner fence
 - Outer fence
 - Microwave zone
- 2.3. Acknowledge the alarm activation via radio, e.g. "zone 2 inner received, zone 2 outer received, microwave received".
- 2.4. Acknowledge the alarm activation via Lenel and clear the alarm and strobe light.

- 2.5. If a zone does not alert, inform staff to reattempt to activate via radio, e.g. “zone 2 inner not received”. If the zone still does not alert, log on the Daily Security System Checklist and advise the Gatehouse Supervisor.
- 2.6. Proceed through all the fence zones until the perimeter check is complete.
- 2.7. The Gate Supervisor must email unresponsive zones to the service provider via iservice@chubb.com.au and log in the Chubb log book providing the following detail;
- Date fault/damage identified
 - Zone where fault located
 - Specify inner/outer/microwave
- 2.8. The Gate Supervisor must forward the Daily Security System Checklist (signed copy to be kept in the MCR Daily Security System Checklist folder) and notify the Area Manager of unresponsive perimeter zones, faulty cameras, and potential security concerns.

RELATED DOCUMENTS

- Security Framework
- Gate Policy

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 System Checks) 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

Criteria	Details
Expiry date:	Nil
Responsible Officer:	Head of Security
Compliance with legislation:	This operating instruction reflects the requirements of the <i>Corrections Management (Policy and Operating Procedure Framework) Policy 2017</i>

Version control

Version	Notification date	Instrument
Version 1.0		