

Australian Capital Territory

Corrections Management (Building Security) Policy 2007*

Notifiable instrument NI2007-452

made under the

Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Building Security) Policy 2007*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policies and operating procedures

Under section 14 of the *Corrections Management Act 2007* (the Act), I make the

BUILDING SECURITY POLICY

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
17 December 2007

*Name amended under Legislation Act, s 60



**Belconnen Remand Centre (BRC)
Symonston Temporary Remand Centre (STRC)
Court Transport Unit (CTU)
Symonston Periodic Detention Centre (PDC)**



BUILDING SECURITY POLICY

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Purpose

To outline the access restrictions in place in correctional centres.

Authority

Legislation

Corrections Management Act 2007, section 14

Policy

1 Principles

- 1.1 Entry into a correctional centre shall be subject to approval of the Superintendent, Deputy Superintendent, or the Duty Chief and will be limited to those persons with a legitimate need for access.

2 General security measures

- 2.1 The main Security Block access door shall not be unlocked when any of the doors that would allow an exit from the correctional centre are unlocked.
- 2.2 The roller door is to be secured before prisoners are transferred to or from the escort vehicle.
- 2.3 Any door used to access a Sally Port must not be opened where prisoners are in the immediate area.
 - 2.3.1 The only exception to this is where the prisoners in the immediate area are there because they are awaiting transfer into an escort vehicle.

- 2.4 At the BRC all requests to have the Induction Door opened must be made by using the intercom.
- 2.5 Where the Three Door, Induction Door, or Control Room Door is opened, the other two doors must be closed.
- 2.6 All corridor/yard/security doors are to remain secured at all times.

3 Visitors to an ACTCS facility

- 3.1 A Corrections Officer must register all non-Correctional staff (except for those whose main place of employment is a correctional centre) entering a correctional centre in the Visitor's Register.

4 Denial of access

- 4.1 The Superintendent, Deputy Superintendent or Duty Chief may refuse any person access to a correctional centre, for visiting or other purposes, where it is believed that:
- the person does not have a legitimate reason to enter the facility;
 - the entry of that person may be prejudicial to the safety and wellbeing of that person, any prisoner or other person; or
 - the entry of that person may be prejudicial to the safe, secure and effective operation of the facility.
- 4.2 An Officer's Report will be written each time a person is refused entry into a correctional centre.
- 4.2.1 This report will detail the circumstances surrounding the refusal.

5 Access to the Control Room

- 5.1 Access to the Control Room is limited to those Corrections Officers who are directly employed in that area.
- 5.1.1 The Superintendent, Deputy Superintendent or Duty Chief may grant access to the Control Room to other persons.
- 5.1.2 Persons who are not directly employed in the Control Room but who are granted access to the Control Room must keep that access as brief and unobtrusive as possible.
- 5.2 The Deputy Superintendent will strictly monitor access to the Control Room by non-Corrections Officers.
- 5.2.1 Prisoners and ex-prisoners will not, under any circumstances, have access to the Control Room.

5.2.2 The Superintendent may grant access to the Control Room to members of the public, including media representatives.

6 Access to the Security Block

- 6.1 The Security Block refers to all areas past the Induction Door and Grill at BRC, the Top Door and Sally Port to Induction Door at STRC, the Sally Port Door and Staff Room Door at CTU, and the door into the common area at PDC.
- 6.2 Access to the Security Block is restricted to Corrections Officers on duty, Approved Visitors (while in the company of a Corrections Officer), and persons approved by the Superintendent, Deputy Superintendent or Duty Chief.

7 Approved visitors

- 7.1 Approved Visitors are those persons who have been assigned a special status due to the nature and function of the position held.
- 7.2 Persons eligible for Approved Visitor status include:
- the Official Visitor;
 - Ministers of religion;
 - the Salvation Army
 - welfare workers from relevant community agencies;
 - Aboriginal and Torres Strait Islander support workers;
 - education staff; and
 - other people who may have reason to make regular visits to a correctional centre.
- 7.3 Approved Visitors may access the Security Block in the BRC/STRC, the cells in CTU, and the PDC while in the company of a Corrections Officer.
- 7.4 A person wishing to be recognised as a Approved Visitor must make a written application to the Superintendent.
- 7.4.1 The application must include the name, date of birth, and function of the organisation sponsoring the application.
- 7.4.2 All Approved Visitors must undergo a police background check.
- 7.4.2.1 Any costs associated with this will be met by ACTCS.
- 7.5 Once an application to be an Approved Visitor is approved the applicant will be photographed and that photograph will be affixed to a record card that will be stored in the Control Room.

- 7.6 A person approved as a Approved Visitor at one correctional centre is taken to be an Approved Visitor at all correctional centres (except CTU) unless otherwise directed by the Superintendent.

8 Tradespersons

- 8.1 Contractors and tradespersons (other than ACTCS Maintenance Officers) working in a correctional centre must be in the company of an ACTCS employee at all times.

8.1.1 This may be a Corrections Officer or a Maintenance Officer.

- 8.2 All tools entering the BRC, STRC, and CTU must be entered into the Tool Register before entering the Security Block and must be accounted for in the Tools Register before the contractor, tradesperson, or Maintenance Officer leaves the correctional centre.

Forms/Templates

Visitor's Register

Tools Register