

Australian Capital Territory

Corrections Management (Master Control Room – Personal Duress Alarm) Operating Procedure 2017

Notifiable instrument NI2017-645

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 – Personal Duress Alarm) 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 - Personal Duress Alarm Procedure
OPERATING PROCEDURE NO.	1.1.8
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide personal duress alarm response instructions to staff within the Master Control Room (MCR).

PROCEDURES

1. Personal Duress

- 1.1 When a personal duress alarm is activated this will be displayed on screen and an audible alarm will sound in the MCR.
- 1.2 The MCR officer must investigate the alarm immediately.
- 1.3 The MCR officer must immediately request attendance of the nearest officer to conduct a welfare check and display relevant cameras on screen in the MCR to visually monitor the area and direct staff if required.
- 1.4 The attending officers must advise the MCR via radio if the alarm is false.
- 1.5 If additional support is required, a relevant code may be called via radio by either the MCR operator or the officer/s conducting the welfare check.
- 1.6 If a code is called, the response will be in accordance with relevant code procedures.
- 1.7 If the alarm is a loose belt clip, locate the wearer via the map icon and contact via radio or telephone and advise wearer to tighten the clip immediately. Acknowledge and clear the alarm.
- 1.8 For all false alarms, the MCR Operator must acknowledge and clear the alarm notification.

RELATED DOCUMENTS

- Security Framework Policy
- Gate Policy
- Incident Response Policy

RELATED FORMS

- Officer Report

Jon Peach
Executive Director
ACT Corrective Services
November 2017

Document details

Criteria	Details
Document title:	Corrections Management (Master Control Room - Personal Duress Alarm) 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
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		