

Australian Capital Territory

Corrections Management (Master Control Room – Roll Check and Lock in) Operating Procedure 2017

Notifiable instrument NI2017-646

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 – Roll Check and Lock in) 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 – Roll check and Lock In
OPERATING PROCEDURE NO.	1.1.5
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to Master Control Room (MCR) staff on how to initiate and record roll checks.

PROCEDURES

1. Roll check

- 1.1 Roll checks will be conducted in accordance with the daily routine which is displayed in MCR.
- 1.2 Announce roll checks via the PA system and repeat via radio, with the exception of the 0745hr roll check which is conducted without announcement.
- 1.3 The 0745hr roll check will only be announced via the PA system in the event a recount is required.
- 1.4 Roll checks will be announced by PA and radio, stating “Attention all staff, attention all detainees roll check, all movement is to cease”.
- 1.5 When the MCR is advised by the Operations controller that the roll check is correct, a PA and radio call must be made stating ‘Attention all staff, roll check correct, all movement may recommence’.
- 1.6 The 0745hr roll check result must be notified via radio only.
- 1.7 Roll check start and completion times must be logged in the MCR log.

2. Incorrect Roll check

- 2.1 The Operations Controller will notify the MCR of the need for a recount via telephone.
- 2.2 A recount must be announced via radio and PA stating “Attention all staff, attention all detainees recount, recount”.
- 2.3 The Operations Controller will notify the MCR via telephone if the roll check is correct or incorrect.
- 2.4 If correct, the MCR will radio all staff stating ‘Attention all staff, roll check correct, all movement may recommence’.
- 2.5 If incorrect, initiate a full centre lock in via radio and PA, stating “Attention all staff, full centre lock in and recount, full centre lock in and recount”.
- 2.6 The Operations Controller will notify the MCR once roll check is correct.
- 2.7 If incorrect, the OIC will provide further instruction.
- 2.8 The roll check start and completion times must be logged in the MCR log.

3. Lock in

- 3.1 The MCR will announce lunch lock in at 1145hrs, via PA and radio, stating “Attention all staff, attention all detainees lunch lock in, lunch lock in”.
- 3.2 The Operations Controller will advise the MCR once lock in is complete and roll check is correct.
- 3.3 Announce correct lock in via radio “Attention all staff, lock in is correct, lock in is correct”.
- 3.4 The start and completion times of the lock in should be recorded in the MCR log book.
- 3.5 Repeat this procedure for evening lock in at 1845hrs.

RELATED DOCUMENTS

- Security Framework Policy
- Gate Policy
- Incident Response Policy
- Radio Procedure

RELATED FORMS

- Officer report

Jon Peach
Executive Director
ACT Corrective Services
November 2017

Document details

Criteria	Details
Document title:	Corrections Management (Master Control Room – Roll Check and Lock In) 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		
