

Australian Capital Territory

Corrections Management (Master Control Room – Electronic Security System Failure) Operating Procedure 2017

Notifiable instrument NI2017-648

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 – Electronic Security System Failure) 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 – Electronic Security System Failure
OPERATING PROCEDURE NO.	1.1.7
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to staff in the event of an electronic security system failure in the Master Control Room (MCR).

PROCEDURES

1. Electronic Security System Failure

- 1.1 Where a system failure is identified the MCR officer should immediately notify the Gatehouse Supervisor and Officer in Charge (OIC).
- 1.2 Shut the relevant workstation down by logging out and turning off. Where possible, utilise the secondary workstation to monitor cameras and conduct movements.
- 1.3 Restart the relevant workstation.
- 1.4 If the system does not reboot, immediately notify the Gatehouse Supervisor and OIC.
- 1.5 Where possible, continue to monitor the cameras and conduct movement through gates. If the gates and doors are inaccessible, immediately notify the OIC.
- 1.6 The Gatehouse Supervisor or OIC must send an email with details of the system failure to iservice@chubb.com.au and log details in the Chubb log book.
- 1.7 If the system fails out of normal business hours, contact the service provider via telephone to attend the AMC on 0131518, provide site code NSR-061 and log the time of the call in the MCR log book.
- 1.8 The OIC must notify the Duty Manager of system failure and log the time of the call in the MCR log book.
- 1.9 Log the time the service provider arrives on site to rectify the issue. The OIC will determine if keys are to be issued to staff and if detainees are to be secured.
- 1.10 Provide Officer Reports as required.

RELATED DOCUMENTS

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

RELATED FORMS

- MCR Log Book
- Chubb log book
- Officer Reports

Jon Peach
Executive Director
ACT Corrective Services
November 2017

Document details

Criteria	Details
Document title:	Corrections Management (Master Control Room - Electronic Security System Failure) 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		