

Australian Capital Territory

Corrections Management (Operations Movement Control) Operating Procedure 2018

Notifiable instrument NI2018-285

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Operations Movement Control) Operating Procedure 2018*.

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.

Jon Peach
Executive Director
ACT Corrective Services
15 May 2018



OPERATING PROCEDURE	Operations Movement Control
OPERATING PROCEDURE NO.	1.1.26
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to staff working in Operations Movement Control.

PROCEDURES

1. Operations Workstation

1.1 The Operations officer must:

- Request the Master Control Room (MCR) officer activate the workstation for use upon commencement of shift.
- Have at least one officer present on post while the centre is operating in an 'unsecured' routine.
- Complete the Daily Security Report to ensure cameras, intercoms, doors, gates, radio station and windows are operational. If there are any faults the MCR must be notified immediately to report faults in accordance with *MCR Systems Check Operating Procedure*.
- Monitor gates and cameras throughout the shift.
- Provide access through gates and doors as requested and as appropriate.
- Monitor walkways and coordinate movement control to ensure detainee classifications do not mix.
- Secure and unsecure cells, doors and cottages as required.
- Coordinate movements and direct responding staff to incidents.
- Request the MCR officer deactivate the workstation once the centre is in a 'secured' routine, and ensure the workstation is deactivated before the end of shift.

2. Intercom Station

- 2.1 The Operations officer must answer all intercom calls from any gates, doors, cells or cottages.
- 2.2 Any emergency calls must be responded to in accordance with the *Incident Response Operating Procedure*.
- 2.3 The Operations officer may request identification of staff or visitors (either visually via camera or verbally via intercom) when providing access through internal gates and doors. The Operations officer must satisfy themselves of the person's identity prior to allowing access.
- 2.4 Where the Operations officer cannot visually confirm the identity of a person, or cannot recognise a person, the officer must request and verify the full name and destination of the person via intercom, prior to providing access.

3. Detainee Roll Check

- 3.1 The Operations officer is responsible for the collation of the current number of detainees within the correctional centre during a detainee roll check. *Detainee Roll Check Operating Procedure* applies.
- 3.2 The Operations officer must ensure there is no movement of detainees around the correctional centre while a detainee roll check is conducted, unless otherwise authorised by the Officer in Charge (OIC).

RELATED DOCUMENTS

- Detainee Roll Check Policy
- Detainee Roll Check Operating Procedure
- Incident Response Operating Procedure
- MCR Systems Check Operating Procedure

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Document details

Criteria	Details
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Document owner/approver:	Executive Director, ACT Corrective Services
Date effective:	The day after the notification day
Review date:	3 years after the notification day
Responsible Officer:	Head of Security
Compliance with legislation:	<i>Corrections Management (Policy and Operating Procedure Framework) Policy 2017</i>
Version 1	