

Australian Capital Territory

# Corrections Management (Radio) Policy 2019

Notifiable instrument [NI2019-82]

made under the

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

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## 1 Name of instrument

This instrument is the *Corrections Management (Radio) Policy 2019*.

## 2 Commencement

This instrument commences on the day after its notification day.

## 3 Policy

I make this policy to facilitate the effective and efficient management of corrections services.

## 4 Revocation

This instrument revokes the *Corrections Management (Radio Procedure) Policy 2011* [NI2011-157].



Jon Peach  
Executive Director  
ACT Corrective Services  
14 February 2019

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# RADIO POLICY

POLICY NO. S1

ACT CORRECTIVE SERVICES



**ACT**  
Government

Justice and Community Safety

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## 1 PURPOSE

This policy establishes guidelines for consistent and professional radio use by ACT Corrective Services (ACTCS) staff members.

## 2 SCOPE

This policy applies to all correctional centres in the ACT.

## 3 DEFINITIONS

### Radio

An encrypted communications device utilising a secure radio frequency as part of a network.

### MCR

Master Control Room.

## 4 PRINCIPLES

- 4.1 The General Manager Custodial Operations will ensure that staff receive training in the appropriate use of radios.
- 4.2 All radio transmissions must be conducted in a professional manner, and contain only what information is appropriate and required by the circumstances.
- 4.3 Staff will use standard expressions when conducting a radio transmission (*Annex 1 – Radio Network Standard Wording*).
- 4.4 Staff must not modify or adjust their radio in any way.

## 5 STORAGE

- 5.1 Staff must return all radios to the appropriate charging bay in accordance with the *Radio Operations and Checks Operating Procedure* when not in use.
- 5.2 Radios used according to the *ACTCS Emergency Management Framework* must be returned to the Incident Command Suite at the appropriate correctional centre.
- 5.3 Radios are also retained in the Incident Command Facility at the ACTCS head office and with the Executive Director, ACTCS.

## 6 ISSUING RADIOS AND JOINING THE RADIO NETWORK

- 6.1 Radios are allocated to a specific work location.

- 6.2 Staff must conduct a radio check to ensure their radio is functioning correctly each time they collect their radio. To perform the radio check, staff will use the following radio call:
- “Remand Cottage to MCR, radio check, over.”
- 6.3 Custodial officers must use the provided ear piece while on duty.
- 6.4 Radios must be worn at all times and are the responsibility of the allocated staff member while on duty.

## 7 RADIO NETWORKS

- 7.1 The ACTCS network contains 10 call groups:

Call group	Utilisation
AMC OPS 1	General call group for all normal communications
AMC OPS 2	Incident response, when requested by a staff member
AMC HEALTH	Health Centre internal communications
AMC SECURITY	Security Unit internal communications
CONTRACTOR	Internal communications to contract service providers
PROJECT	Project-specific communications where designated
TRAINING 1	Training and Development Unit internal communications
ACTGOV 1	Whole of Justice and Community Safety Directorate communications
ACTGOV 2	Whole of Justice and Community Safety Directorate communications

- 7.2 Call groups will be utilised by members of those groups to limit radio traffic on AMC OPS 1.
- 7.3 Access to the call groups ACTGOV 1 and ACTGOV 2 is limited to functional heads and ACTCS Executive.

## 8 RADIO NETWORK PROTOCOLS

- 8.1 MCR officers have responsibility for the conduct of the radio network.
- 8.2 All staff must follow the directions of an MCR officer.
- 8.3 All transmissions are to be limited to official messages, including emergency calls, and must be as brief as possible.

- 8.4 Where there is any doubt about a staff member’s radio call, or a failure to respond, an MCR officer must communicate with all users and request confirmation of the wellbeing of the staff member.

## 9 MAINTENANCE OF RADIOS

- 9.1 The Head of Security and Head of Facility Management are responsible for the maintenance of radios.
- 9.2 Staff must report damaged or faulty radios according to the *Radio Operations and Checks Operating Procedure*.

## 10 RELATED FORMS

- A – Annex 1 – Radio Network Standard Wording
- B – Radio Operations and Checks Operating Procedure

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February 2019

### Document details

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Version Control			
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