

Australian Capital Territory

# Corrections Management (CTU Compliance Checks) Operating Procedure 2021

Notifiable instrument NI2021-126

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 (CTU Compliance Checks) Operating Procedure 2021*.

## 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  
Commissioner  
ACT Corrective Services  
24 February 2021



<b>OPERATING PROCEDURE</b>	<b>Court Transport Unit - Compliance Checks</b>
<b>OPERATING PROCEDURE NO.</b>	<b>S4.208</b>
<b>SCOPE</b>	<b>Court Transport Unit</b>

## PURPOSE

To provide instructions to staff on the management of compliance responsibilities through daily operational regimes.

## PROCEDURES

### 1. Searching and Checks:

- 1.1. Officers must search and check all areas of the Court Transport Unit on a routine basis in terms of “contraband and/or fit for purpose”. This is inclusive of common areas, cells, security systems, the armoury and escort vehicles as outlined in the CTU Supervisor Compliance logbook.
- 1.2. Officers must record all searches and checks in the CTU Daily Compliance Logbook. Where prohibited items are located, officers must complete an A2.F1: Incident Report Form and notify the Officer in Charge (OIC) immediately.
- 1.3. Officers must search and check all escort vehicles daily prior to use. The searching officer must utilise the Vehicle Daily Compliance Checklist within the CTU Daily Compliance Logbook to complete a thorough inspection of the vehicle. Where a discrepancy arises the OIC must be notified immediately and the OIC will decide regarding the next course of action.
- 1.4. Prior to any detainee entering the Court Transport Unit, the officers must search and check all cells and common areas daily. The Area Supervisor must ensure all tasks identified in the CTU Daily Compliance Logbook have been actioned. Where a discrepancy arises the OIC must be notified immediately and the OIC will decide regarding the next course of action, for example:
  - Immediate repairs;
  - Taking the item/area out of action;
  - Incident reporting/Charging of a detainee where appropriate;
  - Gathering/securing evidence;
  - Escalate the matter.
- 1.5. By close of business each day, the Area Supervisor will ensure that the Armoury is checked in accordance in with the Armoury Daily Compliance Checklist which is contained within the CTU Daily Compliance Logbook. Where a discrepancy arises the OIC must be notified immediately and the OIC will decide regarding the next course of action (as above).
- 1.6. The CTU Director must notified of any serious findings or repairs that could impact on the daily operations of the CTU who will decide the next course of action.

## RELATED DOCUMENTS AND FORMS

- Supervisor Daily Compliance Checklist - (*Contained within the Supervisor Compliance/Handover Logbook*)
- Vehicle Daily Compliance Checklist - (*Contained within the CTU Daily Compliance Logbook*)
- Area & Security System Daily Compliance Checklist - (*Contained within the CTU Daily Compliance Logbook*)
- Armoury Daily Compliance Checklist - *Contained within the CTU Daily Compliance Logbook*)
- Incident Report Form
- Detainee Property – Seizure of Property OP
- Incident Reporting Notification and Debrief Policy

Corinne Justason

Deputy Commissioner Custodial Operations

ACT Corrective Services

23 February 2021

### Document details

Criteria	Details
Document title:	Corrections Management (CTU – Compliance Checks) Operating Procedure 2021
Document owner/approver:	Deputy Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Director CTU
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	January-21	First Issued	J Taylor-Dayus