

Corrections Management (Court Transport Unit – Access Control) Operating Procedure 2021

Notifiable instrument NI2021-143

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Court Transport Unit – Access Control) 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
5 March 2021



OPERATING PROCEDURE	Court Transport Unit Access Control
OPERATING PROCEDURE NO.	S4.214
SCOPE	Court Transport Unit

PURPOSE

To provide for the effective management, control and access of personnel and vehicles to and from the Court Transport Unit (CTU) Court Cells Areas, and the administration and control of issue of keys and equipment.

PROCEDURES

1. ACCESS OF PERSONS, VEHICLES, PROPERTY AND EQUIPMENT

- 1.1. The Control Monitor Officer/s will provide for the appropriate control of access to CTU staff and vehicle areas.
- 1.2. All CTU Officers and visiting officers from the Alexander Maconochie Centre must comply with arrangements for the operation of any safety and security equipment and access control procedures located at the access point, which may include:
 - metal detectors (handheld); and
 - electronic security management systems (electronic gates, doors, vehicle bollards, intercoms and CCTV monitoring equipment).

2. BYPASS OF SECURITY SYSTEMS

- 2.1. The bypass or override of security equipment or systems is not to occur except in emergencies or where no alternative exists (for example, to facilitate access for people in wheelchairs).
- 2.2. Systems must not be bypassed to allow faster or ease of access.

3. ISSUE AND RECEIPT OF KEYS

- 3.1. Security keys will be issued in line with the *CTU Keys and Fobs Operating Procedure*.

4. VISITOR ACCESS

- 4.1. Officers in control of the legal visits access point must establish who the legal visitor is and what detainee/s they intend to visit before allowing access to the legal visits waiting area.
- 4.2. Officers must refuse entry to any person who appears to be under the influence of alcohol or drugs or is likely to threaten the security of the facility.

5. DETAINEE ACCESS

- 5.1. Detainees must not enter the control room under any circumstances. Detainees passing through an access area must be secured either in a vehicle or by handcuffs, unless the detainee has been granted bail and is being released from the cells area.
- 5.2. The CO2 Area Supervisor must ensure that all documentation is correct prior to a detainee entering or leaving the CTU.
- 5.3. Upon discharge, detainees must have their exit from the CTU entered into the Reception/Discharge Register.

6. PROPERTY AND OTHER EQUIPMENT

- 6.1. The CTU Director will determine what belongings persons are permitted to carry into the facility (*Prohibited Things Declaration*). Bags, briefcases, cameras, recording devices, etc. are not permitted into the CTU without the approval of the CTU Director or their delegate. Locker rooms are provided for staff bags.
- 6.2. Mobile phones are prohibited from entering the CTU, unless authorised by the CTU Director.

7. WEAPONS

- 7.1. No person is approved to take a weapon into the CTU without the written consent of the Commissioner or delegate. All weapons must be secured in the Australian Federal Police (AFP) weapons storage room located outside the CTU staff entrance area in the sally port.
- 7.2. The person must be directed to the firearms clearance device for the safe unloading and loading of a firearm.
- 7.3. The unloaded firearm must then be stored in one of the weapons storage safes located in the AFP storage room.
- 7.4. All firearms must be stored in an unloaded condition.
- 7.5. When leaving the CTU facility the person must remove the weapon from the storage safe, utilise the firearms clearance device to re-load the weapon and holster the loaded weapon before exiting the CTU facility.
- 7.6. At no time are CTU officers to handle any weapons belonging to other agencies.

RELATED DOCUMENTS AND FORMS

- CTU Keys and Fobs Operating Procedure
- Prohibited Things Declaration

Corinne Justason
Deputy Commissioner Custodial Operations
ACT Corrective Services
3 March 2021

Document details

Criteria	Details
Document title:	Corrections Management (Court Transport Unit Access Control) 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	February 21	First Issued	J Taylor-Dayus