

Australian Capital Territory

Corrections Management (Court Transport Unit – Tactical Personal Protective Equipment) Operating Procedure 2021*

Notifiable instrument NI2021-166

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 – Tactical Personal Protective Equipment) 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
18 March 2021

*Name amended under Legislation Act, s 60



OPERATING PROCEDURE	CTU Tactical Personal Protective Equipment
OPERATING PROCEDURE NO.	S4.220
SCOPE	Court Transport Unit

PURPOSE

To provide instructions to staff on the overall maintenance, management and accountability of Tactical Personal Protective Equipment within CTU.

PROCEDURES

1. Tactical Personal Protective Equipment

- 1.1. Tactical PPE refers to the equipment provided to correctional officers to provide additional protection where there is an assessed increased threat to the safety of staff or others.
- 1.2. Tactical PPE is stored and issued in individual kitbags. Each bag contains the following:
 - Helmet
 - Slash proof vest
 - Forearm protectors
 - Upper arm protectors
 - Shin guards
 - Gas mask
 - 2 x Gas mask respirator cartridge
 - Radio pouch
 - Baton pouch
 - Gas canister pouch
 - Cuff pouch
 - Small carry pouch
 - A list of all contents.
- 1.3. All Tactical PPE will be maintained for generic use and not assigned to an individual.
- 1.4. Each bag is sealed with a numbered security seal.
- 1.5. Tactical PPE is stored in the CTU Training Room.

2. Management and accountability of Tactical PPE

- 2.1. The CTU Director is responsible for the upkeep and maintenance of the equipment.
- 2.2. The CO3 Area Manager is responsible for the issue of PPE when required, and they must ensure that the kit is fit for purpose and the correct size for the receiving officer.
- 2.3. The CO3 Area Manager will ensure that all instances when PPE is issued that it is a recorded in the Tactical PPE Log. A record will be kept of:
 - Bag number
 - Security seal number
 - Bag contents
 - Date

- Officer assigned to
 - Assigned officers' signature
 - Return check
 - New security seal
 - Operations Area Managers initials
 - Comments.
- 2.4. Officers receiving Tactical PPE must confirm that all items are present in the bag against the provided checklist.
 - 2.5. Officers must ensure that equipment fits and is correctly adjusted by pairing up with another officer and working together. The Operations Area Manager will make the final adjustments and checks prior to deployment.
 - 2.6. After use, officers must ensure that all PPE is removed systematically and laid out beside the bag where the Operations Area Manager will check it and confirm in the register that all contents are accounted for.
 - 2.7. The officer donning the equipment is responsible for cleaning the PPE before it is returned. Cleaning materials will be provided. Should any deep and/or bio-hazard cleaning be required the CO3 will make arrangements with Top Cat Dry Cleaning in Kingston.
 - 2.8. The CO3 Area Manager will ensure the bag is re-secured with a new seal and the number recorded in the Tactical PPE Register.

3. Damaged or Lost Tactical PPE

- 3.1. When an item of tactical PPE is discovered to be damaged or lost after an operation, the CO3 Area Manager will leave the bag unsealed and make a note in the comments box of the Tactical PPE Register to identify the part that needs to be replaced or repaired. The bag will be stored in the CTU control room until repairs are completed. The donning officer will note the circumstances around the damage or loss on their *A2.F1: Incident Report Form*.
- 3.2. Lost PPE will be reported in accordance with the *Incident Reporting, Notifications and Debrief Policy*.
- 3.3. Replacement tactical PPE is to be approved by the CTU Director and purchased through Procurement.

4. Inventory and Audits

- 4.1. The CTU Director will establish an inventory of all Tactical PPE.
- 4.2. The inventory will record:
 - Bag number
 - Size of PPE
 - Bag contents
 - Location
 - Serial number
 - Date of last check.
- 4.3. The Senior Director Operations will ensure that the CO3 Area Manager checks the inventory monthly and confirms that the seals are correct and intact.
- 4.4. The CO3 Area Manager will report the results to the AMC Compliance Team Leader by the 5th day of the next month.

- 4.5. Where a bag has been opened and the seal replaced and not recorded in the inventory, or where a bag has been opened and not resealed, the bag will be removed from operational use until the contents have been fully checked and the respirator cleaned. The bag will be stored in the CTU Control Room until cleaning has been completed, and then resealed for placement in its storage location. The register will be amended to reflect the new seal number.
- 4.6. Any bags that have not been opened for six months will be opened and the contents checked by the CO3 Area Manager, and where necessary cleaned and a new seal reapplied. The date of the check will be recorded in the inventory.

5. New Tactical PPE

- 5.1. The purchase of new Tactical PPE can only be approved by the Deputy Commissioner Custodial Operations.

RELATED DOCUMENTS AND FORMS

- Tactical PPE Register
- Controlled Items Policy - Controlled Items Policy
- Controlled Items – Access to Armoury Operating Procedure
- Incident Reporting, Notifications and Debriefs Policy

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ACT Corrective Services
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Document details

Criteria	Details
Document title:	Corrections Management (Court Transport Unit Tactical Personal Protective Equipment) 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 2019</i>

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