Australian Capital Territory

**Corrections Management (****Searching — Cell Infrastructure Checks) Operating Procedure 2022**

**Notifiable instrument NI2022-48**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management (Searching — Cell Infrastructure Checks) Operating Procedure 2022.*

**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.

Ray Johnson APM

Commissioner

ACT Corrective Services

3 February 2022

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| **OPERATING PROCEDURE** | **Searching – Cell Infrastructure Checks** |
| **OPERATING PROCEDURE NO.** | **S4.15** |
| **SCOPE** | **Alexander Maconochie Centre** |

**PURPOSE**

To provide instructions to staff on what to look for when routinely checking cells and the frequency of cell infrastructure checks.

**PROCEDURES**

1. Cell infrastructure checks
	1. Cell infrastructure checks must be conducted daily on each cell by unit officers.
	2. A cell infrastructure check may be conducted by one or more officers.
	3. Unit officers may conduct infrastructure checks of each cell whether a detainee is present or not.
	4. Officers must visually check each cell for any interference with, or damage to:
* cell doors and fixtures
* door locks
* window frames
* wall, floor and ceiling surfaces
* furniture and fittings
* the doorframe
* fire detection equipment
* electrical appliances.
	1. Officers must also:
* check ventilators and their covers are not obscured
* look for any graffiti.
	1. Officers must report any cell damage via the [Maintenance and Stores Request System](https://actgovernment.sharepoint.com/sites/intranet-CorrectiveServices/mrs) and request for an appropriate licensed trades person (e.g., electrician) to attend to the cell if any work of that nature is required (e.g. dismantling any electrical or plumbing fixtures).
	2. Officers must use cell infrastructure checks as an opportunity to note excess property and challenge detainees accordingly.
	3. Where graffiti is found which is possibly gang related, the officer must photograph the graffiti and complete a *Security Intelligence Report*.
	4. Where an officer conducting cell checks observes something that is a concern to security and good order and requires a full cell search, they must either:
		1. request assistance from another unit officer; or
		2. secure the cell to return to later.
1. Reporting
	1. On completion of the checks, officers must record all visual cell checks in the Unit Logbook.
	2. The responsible area supervisor must review the logbook at the end of each day to confirm that the required checks have been documented and record this in the *Supervisors Daily Compliance Checklist*.
	3. Officers must complete an *A2.F1: Incident Report* or *Security Intelligence Report* as appropriate.

**RELATED DOCUMENTS AND FORMS**

* Searching Policy
* Security Intelligence Report
* Supervisors Daily Compliance Checklist
* A2.F1: Incident Report

Corinne Justason

Deputy Commissioner Custodial Operations

ACT Corrective Services

 6 January 2022

**Document details**

| Criteria | Details |
| --- | --- |
| Document title: | *Corrections Management (Searching – Cell Infrastructure Checks) Operating Procedure 2022* |
| 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: | Senior Director Operations |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

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| **Version Control**  |
| **Version no.**  | **Date**  | **Description** | **Author** |
| V2 | December-2021 | Revised and first issued | H Cheney |
| V1 | November-2020 | First drafted | T Rust |