

Australian Capital Territory

Corrections Management (PDC: Building Security) Policy 2011

Notifiable instrument NI2011-420

made under the

***Corrections Management Act 2007*, section 14(1) (Corrections policies and operating procedures)**

1 Name of instrument

This instrument is the *Corrections Management (PDC: Building Security) Policy 2011*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

PDC: BUILDING SECURITY POLICY

attached to this instrument, to facilitate the effective and efficient management of correctional services.

Bernadette Mitcherson
Executive Director
ACT Corrective Services
18 July 2011



**PERIODIC DETENTION CENTRE:
BUILDING SECURITY POLICY**



Purpose	1
Authority	1
Legislation	1
Policy	1
Principles	1
Visitors to the PDC	1
Denial of access	1
Access to the Internal Secure area at the PDC	2
Approved visitors	2
Tradespersons	2
Access to the Control Room	3
Forms/Templates	3
Related policies and procedures	3
Version Control	3

Purpose

To outline the policy regarding building security at the Periodic Detention Centre (PDC).

Authority

Legislation

Corrections Management Act 2007, section 14

Crimes (Sentence Administration) Act 2005, chapter 5

Policy

Principles

Entry into the PDC shall be subject to approval of the Superintendent, Deputy Superintendent or the CO3. Access will be limited to those persons with a legitimate need to enter the PDC.

Visitors to the PDC

A corrections officer must register all persons entering the PDC in the Visitors Register including Community Based Corrections and Justice Health Services staff who are based within the Symonston Correctional Centre (SCC). This is to ensure a register of all persons inside the PDC is accessible in case of an emergency or incident (for example fire).

Denial of access

The Superintendent, Deputy Superintendent or CO3 may refuse any person entry to the PDC for visiting or other purposes, where it is believed that:

- the person does not have a legitimate reason to enter the facility;

- the entry of that person may be prejudicial to the safety and wellbeing of that person, any detainee or other person; or
- the entry of that person may be prejudicial to the safe, secure and effective operation of the facility.

An Officer's Report will need to be completed each time a person is refused entry into the PDC. This report will detail the circumstances surrounding the refusal.

Access to the Internal Secure area at the PDC

Access to the Internal Secure area of the PDC is restricted to corrections officers on duty, approved visitors (while in the company of a corrections officer) and persons approved by the Superintendent, Deputy Superintendent or the CO3.

Approved visitors

Approved visitors are those persons who have been assigned a special status due to the nature and function of the position held.

Persons eligible for approved visitor status include:

- the Official Visitor;
- Ministers of religion;
- the Salvation Army;
- welfare workers from relevant community agencies;
- Aboriginal and Torres Strait Islander support workers; and
- other people who may have reason to make regular visits to the PDC.

Approved visitors accessing the PDC must be accompanied by a corrections officer.

A person wishing to be recognised as an approved visitor must make a written application to the Superintendent. The application must include the applicants name, date of birth, and function of the organisation sponsoring the application.

All approved visitors must undergo a police background check. Any costs associated with this will be met by ACT Corrective Services (ACTCS).

Once an application to be an approved visitor is approved, the applicant will be photographed and that photograph will be affixed to a record card that will be stored in the Control Room.

A person approved as an Approved Visitor at the PDC will be considered as an approved visitor at all correctional centres (except CTU) unless otherwise directed by the Superintendent.

Tradespersons

Contractors and tradespersons (other than ACTCS maintenance officers) working at the PDC must be in the company of an ACTCS employee at all times. This may be a corrections officer or a maintenance officer.

All tools entering the PDC must be entered into the Tool Register before entering the PDC and must be accounted for in the Tools Register before the contractor, tradesperson, or maintenance officer leaves the PDC.

Access to the Control Room

In accordance with the *PDC Access to Control Room Policy*, access to the Control Room is limited to those corrections officers who are based in that area.

The Deputy Superintendent or the CO3 may grant access to the Control Room to approved visitors where there is an operational reason for their access.

The Superintendent may grant access to the Control Room to other persons including members of the public, such as media representatives.

Persons who have been granted access to the Control Room will be required to enter the room for only a brief period and will ensure that their access is as unobtrusive as possible.

The Deputy Superintendent will strictly monitor persons who have been granted access to the Control Room.

Detainees and ex-detainees will not under any circumstances have access to the Control Room.

Forms/Templates

Visitors Register

Tool Register

Related policies and procedures

PDC Access to Control Room Policy

PDC Management of Tools Policy

PDC Incident Reporting Policy

PDC Incident Reporting Procedure

Version Control

Owner: Correctional Officer Grade 4 (CO4), Periodic Detention Centre

Document Location: <http://www.legislation.act.gov.au/ni/current/c.asp>

Review Cycle: This policy should be reviewed every 24 months or when associated ACTCS policies or procedures are amended.

Amendment History				
Version no.	Issue date	Amendment details	Author	Approval
1.0	July 2011	Initial policy	Governance Unit, ACTCS	Executive Director, ACTCS