

# Corrections Management (Master Control Room – Gatehouse X-Ray) Operating Procedure 2017

Notifiable instrument NI2017-643

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 (Master Control Room – Gatehouse X-Ray) Operating Procedure 2017*.

**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.

**4. Revocation**

Nil.

Jon Peach  
Executive Director  
ACT Corrective Services  
4 December 2017



OPERATING PROCEDURE	Gatehouse X-Ray Operating Procedure
OPERATING PROCEDURE NO.	1.1.4
SCOPE	Alexander Maconochie Centre

## STATEMENT OF PURPOSE

To provide instructions to staff operating the x-ray entry point at the Alexander Maconochie Centre (AMC).

## PROCEDURES

### 1. Entry Through the Gatehouse

- 1.1. All persons must remove and place the following items through the X-Ray (in plastic trays provided):
  - Bags
  - Wallets and coins
  - Watches, keys and glasses
  - Shoes, belts and jackets
  - Lanyards and passes
  - Pens and diaries
  - Medical pouches
  - Authorised electronic devices and training material
  - Food and drink containers and/or packaging
  - Any other items in pockets.
- 1.2. Visitors and staff must then proceed through the rotating metal detector.
- 1.3. If prohibited item/s are detected, contact the Area Supervisor.
- 1.4. The Area Supervisor must attend and witness the search of all personal property.
- 1.5. Prohibited items must be seized and the Officer in Charge (OIC) notified.
- 1.6. Approval for electronic devices must be confirmed using the exemption [register](#), and the item logged in the register.
- 1.7. All persons must proceed to the iris scanning point to access the centre.
- 1.8. If the iris scan does not permit entry, the person must be redirected to Visits Reception to check iris status and re-enter through the above procedure.

### 2. Unable to Progress Through the Metal Detector

- 2.1 Notify the Area Supervisor via radio.
- 2.2 Ensure the person and their belongings remain on the external side of the X-ray point.
- 2.3 The Area Supervisor, or delegate, must attend and conduct a hand held metal detector scan of the person.
- 2.4 The scan must be logged in the manual search register.

- 2.5 If prohibited item/s are located, immediately notify the OIC and follow the relevant Operating Procedure to seize any prohibited items.
- 2.6 If no prohibited items are detected, contact the OIC to request metal detector bypass.
- 2.7 With OIC approval, radio the MCR to request access through Door 1.
- 2.8 The person will enter via Door 1, and their personal belongings will be X-rayed.

### 3. Medical Exemptions

- 3.1 A person with a medical exemption may advise the X-Ray Officer of the exemption upon arrival at the X-ray entry point.
- 3.2 Confirm details in the [medical exemptions register](#) and radio the MCR to request that door 1 be opened.
- 3.3 If unable to confirm exemption, contact the OIC.

### RELATED DOCUMENTS

- Security Framework
- Gate Policy
- Searching Policy and Operating Procedure
- Seizure of Prohibited Items Operating Procedure

### RELATED FORMS

- Electronic Devices Register
- Officer Report
- Medical Exemption Register
- Seized Article Receipt

Jon Peach  
Executive Director  
ACT Corrective Services  
November 2017

### Document details

Criteria	Details
Document title:	Corrections Management (Gatehouse X-Ray) Operating Procedure 2017
Document owner/approver:	Executive Director, ACT Corrective Services
Date approved:	xx.xx.2017
Date effective:	The day after the notification day
Review date:	3 years after the notification day

Criteria	Details
Expiry date:	Nil
Responsible Officer:	Head of Security
Compliance with legislation:	This operating instruction reflects the requirements of the <i>Corrections Management (Policy and Operating Procedure Framework) Policy 2017</i>

#### Version control

Version	Notification date	Instrument
Version 1.0		