Australian Capital Territory

**Corrections Management (Radio) Policy 2019**

**Notifiable instrument [NI2019-82]**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management (Radio) Policy 2019*.

**2 Commencement**

This instrument commences on the day after its notification day.

**3 Policy**

I make this policy to facilitate the effective and efficient management of corrections services.

**4 Revocation**

This instrument revokes the *Corrections Management (Radio Procedure) Policy 2011* [NI2011-157].



Jon Peach  
Executive Director  
ACT Corrective Services  
14 February 2019

**RADIO POLICY**

**policy no. S1**

**ACT Corrective services**

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## 

# PURPOSE

This policy establishes guidelines for consistent and professional radio use by ACT Corrective Services (ACTCS) staff members.

# SCOPE

This policy applies to all correctional centres in the ACT.

# DEFINITIONS

**Radio**

An encrypted communications device utilising a secure radio frequency as part of a network.

**MCR**

Master Control Room.

# PRINCIPLES

* 1. The General Manager Custodial Operations will ensure that staff receive training in the appropriate use of radios.
  2. All radio transmissions must be conducted in a professional manner, and contain only what information is appropriate and required by the circumstances.
  3. Staff will use standard expressions when conducting a radio transmission (*Annex 1 – Radio Network Standard Wording*).
  4. Staff must not modify or adjust their radio in any way.

# STORAGE

* 1. Staff must return all radios to the appropriate charging bay in accordance with the *Radio Operations and Checks Operating Procedure* when not in use*.*
  2. Radios used according to the *ACTCS Emergency Management Framework* must be returned to the Incident Command Suite at the appropriate correctional centre.
  3. Radios are also retained in the Incident Command Facility at the ACTCS head office and with the Executive Director, ACTCS.

# ISSUING RADIOS AND JOINING THE RADIO NETWORK

* 1. Radios are allocated to a specific work location.
  2. Staff must conduct a radio check to ensure their radio is functioning correctly each time they collect their radio. To perform the radio check, staff will use the following radio call:
* “Remand Cottage to MCR, radio check, over.”
  1. Custodial officers must use the provided ear piece while on duty.
  2. Radios must be worn at all times and are the responsibility of the allocated staff member while on duty.

# RADIO NETWORKS

* 1. The ACTCS network contains 10 call groups:

|  |  |
| --- | --- |
| **Call group** | **Utilisation** |
| AMC OPS 1 | General call group for all normal communications |
| AMC OPS 2 | Incident response, when requested by a staff member |
| AMC HEALTH | Health Centre internal communications |
| AMC SECURITY | Security Unit internal communications |
| CONTRACTOR | Internal communications to contract service providers |
| PROJECT | Project-specific communications where designated |
| TRAINING 1 | Training and Development Unit internal communications |
| ACTGOV 1 | Whole of Justice and Community Safety Directorate communications |
| ACTGOV 2 | Whole of Justice and Community Safety Directorate communications |

* 1. Call groups will be utilised by members of those groups to limit radio traffic on AMC OPS 1.
  2. Access to the call groups ACTGOV 1 and ACTGOV 2 is limited to functional heads and ACTCS Executive.

# RADIO NETWORK PROTOCOLS

* 1. MCR officers have responsibility for the conduct of the radio network.
  2. All staff must follow the directions of an MCR officer.
  3. All transmissions are to be limited to official messages, including emergency calls, and must be as brief as possible.
  4. Where there is any doubt about a staff member’s radio call, or a failure to respond, an MCR officer must communicate with all users and request confirmation of the wellbeing of the staff member.

# MAINTENANCE OF RADIOS

* 1. The Head of Security and Head of Facility Management are responsible for the maintenance of radios.
  2. Staff must report damaged or faulty radios according to the *Radio Operations and Checks Operating Procedure.*

# RELATED FORMS

* A – Annex 1 – Radio Network Standard Wording
* B – Radio Operations and Checks Operating Procedure

Jon Peach

Executive Director  
ACT Corrective Services   
 February 2019

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| Responsible officer: | Head of Security |

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