

Australian Capital Territory

Corrections Management (Radio Operations and Checks) Operating Procedure 2019

Notifiable instrument [NI2019-83]

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Radio Operations and Checks) Operating Procedure 2019*.

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 corrections services.



Jon Peach
Executive Director
ACT Corrective Services
14 February 2019



OPERATING PROCEDURE	Radio Operations and Checks
OPERATING PROCEDURE NO.	S1.1
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to staff who have been allocated a radio at the Alexander Maconochie Centre (AMC).

PROCEDURES

1. Radio allocation and collection

1.1. All radios are to be stored in the following locations:

- Gate House briefing room
- MCR – allocated 1 x radio
- TRC
- Maintenance and Store
- Incident Command Suite (AMC)
- Incident Command Facility (Level 2, 2 Constitution Avenue)
- Office of the Executive Director
- Training

1.2. Staff must only take radios allocated to their position. Allocations are listed in Annex A.

1.3. Radios must be secured to the person by the clip provided.

1.4. Radios must not be in any way adjusted, altered or have parts removed, other than by the Security Systems manager or Facilities Manager.

1.5. Staff issued with ear pieces shall be encouraged to wear them in all areas where detainees are present.

1.6. All staff collecting radios must sign on by performing a radio check to ensure that their transmissions are audible and that the radio is functioning correctly. If the radio isn't functioning correctly, section 3 must be followed.

2. Storage and maintenance

2.1 All radios will be inventoried and allocated to positions to ensure they are correctly programmed with the channels required.

2.2 Spare radios will be maintained and stored in the Security unit.

2.3 At the end of shift all radios must be returned to their allocated charging cradle.

3. Damage, malfunction and replacement

3.1 Where a radio is damaged or malfunctions, staff must report it immediately to either Security or the Facilities Manager for replacement.

- 3.2 If the radio is not functioning correctly after a radio check according to section 1.6, the Gate CO2 will arrange for a replacement radio.
- 3.3 The Gate CO2 will then inform the Head of Security and Security Systems Manager, and the radio will then be swapped so the Gate CO2 can maintain a supply of replacement radios.
- 3.4 Faulty radios are not to be replaced until repaired.

4. Day to day operations

- 4.1 Radio etiquette must be observed at all times. For longer transmissions the use of a telephone should be considered as an alternative.
- 4.2 Personal information should not be transmitted over the radio.
- 4.3 While it is recognised that generic and routine transmissions will be within earshot of detainees as part of day to day functionality, staff are to ensure that the ability for detainees to hear sensitive transmissions is minimised by the use of ear pieces, or reducing the volume if necessary. At all times a level of common sense is expected with the transmission of information that may be operationally sensitive.
- 4.4 Call signs will be used as allocated.
- 4.5 Radios must not be left unattended at any time.
- 4.6 A charger containing a number of spare batteries will be housed within Operations. These batteries are for the use of the Rovers and will be exchanged on a one for one basis by the Operations Managers.

5. Checks

- 5.1 It is the responsibility of the supervisor or manager of an area to ensure all radios are being used correctly.
- 5.2 The Senior Manager Facilities and Industries will designate a person to ensure all radios allocated to the Store and Maintenance are returned and cradled at the end of shift.
- 5.3 The late CO3 at the end of shift (or a person delegated by them) shall be responsible for checking the chargers in the radio room to ensure none are missing.
- 5.4 Missing radios are the responsibility of the manager of the area to locate in the first instance, or any other person identified as a worker from the area where the radio was allocated. Outside of business hours, the manager of the area will be contacted via phone. A radio call must be transmitted to ascertain if the radio is still in the possession of the allocated holder.
- 5.5 If a radio is identified as missing and there is no response from the holder, a physical check will be made. If a radio still cannot be located and the last holder is known, an attempt will be made to contact them if details are available.
- 5.6 If after all the processes have been followed a radio is confirmed to be missing and cannot be accounted for, section 6 must be followed.

6. Radio Compromise

- 6.1 Notify the Duty Manager of a compromise immediately for permission to inhibit the identified radio.

6.2 To inhibit a radio refer to **G:\Corrective Services\AMC\AMC GATEHOUSE - MCR\RADIOS** and identify the following information from the asset register for the required TRN radio (ACTCS TRN Radio Terminal Asset Register):

(Sample data)

Serial #	P25 ID	Radio Call Signs
527CTF3950	1046307	ROMEO 1

- 6.3 To request to inhibit a radio contact the ESA TRN on-call technician at 02 62078711 and request urgent and immediate action using the details from the asset register.
- 6.4 E-mail the P25 ID and serial number of the TRN radio along with who requested the action to ESAICTRadioSupport@act.gov.au and laeli.hogan@act.gov.au.
- 6.5 ESA TRN team will send email update once NSW NOCC complete the request to the ACTCS requesting officer
- 6.6 Forward the email to the Executive Director (jon.peach@act.gov.au), Head of Security (tim.rust@act.gov.au) and the Senior Manager Facilities and Industries (craig.batten@act.gov.au).

RELATED DOCUMENTS

- Radio Policy



Jon Peach
Executive Director
ACT Corrective Services
14 February 2019

Document details

Criteria	Details
Document title:	Corrections Management (Radio Operations and Checks) Operating Procedure 2019
Document owner/approver:	Executive Director, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date

Criteria	Details
Responsible Officer:	Head of Security
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2018</i>

Version Control			
Version no.	Date	Description	Author
V1	December-18	First Issued	T Rust