

Custodial Operations Policy and Procedures

16.4 Newly commissioned security systems

Policy summary

Newly commissioned security systems must be thoroughly tested through the typical and adverse operations the system was initially developed to achieve for the centre.

Local Operating Procedures may be developed along with relevant training of staff to ensure effective management of security systems.

Any changes to the purposeful day routine must also be considered in line with any newly commissioned security system

Management of Public Correctional Centres Service Specifications

Service specification	Safety and security
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW.

It also applies to all CSNSW employees, and where relevant to other personnel such as, Justice Health & Forensic Mental Health Network (JH&FMHN), contractors, subcontractors, and visitors.

For Security & Intelligence (S&I) staff, this policy must be read in conjunction with S&I Local Operating Procedures (LOPs).

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1 Newly commissioned security systems

1.1 Policy

No newly installed or significantly altered security system is to be commissioned unless approved and signed by the relevant authority. Commissioning of a project or security system must be in line with Justice Infrastructure policy and procedures.

Following commissioning of a security system the Governor must ensure that all systems and components of the project have been designed, installed and tested through the typical and adverse operations the system was initially developed to achieve for the centre.

The Governor:

- may develop Local Operating Procedures (LOPs) for the new security system
- must ensure post duties are developed for new positions created if required or, relevant changes to current post duties
- must ensure a review purposeful day routine, if required
- must identify staff training needs, including development of training plan (if applicable).

1.2 Procedures

	Procedure	Responsibility
1.	Ensure all components and systems are designed for purpose and are tested by staff to ensure operational.	Governor/MOS/FM/ Business Manager/ Authorised officer
2.	Conduct a review of the purposeful day/operational routine.	MOS/FM/ Relevant staff
3.	Develop new post duties or review current post duties and implement any required changes.	MOS/FM/ Relevant staff
4.	May develop and implement LOPs for the new security system.	MOS/FM
5.	Ensure a staff training plan is implemented and provided to relevant staff.	Governor/ Training coordinator

2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

3 Definitions

Authorised officer	The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Policy and Procedures.
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
FM	Functional Manager
LOP	Local Operating Procedures
MOS	Manager of Security
PAS	Property and Asset Services
S&I	Security and Intelligence, a branch of CSNSW

4 Document information

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Approver: Kevin Corcoran

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1.0		Initial publication
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1.1	12/03/20	General formatting update and improvements
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