

Custodial Operations Policy and Procedures

16.10 Auditing CSI security systems

Policy summary

The minimum standard for checking the serviceability and effectiveness of security of correctional centres is the Daily Security Report (DSR). This includes a daily evaluation of security systems including Corrective Services Industries (CSI) Security Systems.

Governors must ensure that all security systems function optimally within correctional and industrial areas of their facility for effective safety and security.

Management of Public Correctional Centres Service Specifications

Service specification	Safety and security Records management
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW), and all CSNSW employees.

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1 Auditing CSI security systems

1.1 Policy

Industry Managers are responsible for the daily security reporting procedures that have been developed and implemented to monitor the security of CSI business units and service industries.

There are also daily, weekly and monthly security checks that CSI staff must complete to ensure that workplaces remain secure, all tools and equipment are accounted for and the security of vehicles is maintained (refer to *CSI Policy and Procedures*).

In addition, the correctional centre Functional Manager (FM) on a quarterly basis must ensure an audit of CSI security procedures is conducted and reported to the Governor for tabling at the Local Board of Management (LBOM) meeting.

The audit must ensure:

- a CSI Security System is in place
- DSR's and *Security Compliance Journals* are up-to-date and signed off
- an Industries Security Plan is in place and up-to-date
- Local operating procedures (LOPS) are in place, authorised and up-to-date relating to:
 - inmate security
 - tool security
 - vehicle security
 - product security
 - employment location security
 - visitors and contractors security.

The following audit tool and reporting template have been developed to assist:

- *Internal security audit checklist and report*
- *Internal security audit summary report*.

1.2 Procedures

	Procedure	Responsibility
1.	On a quarterly basis an internal security audit of all CSI security systems is conducted	FM
2.	The <i>Internal security audit checklist</i> and <i>Internal audit summary report</i> must be completed and submitted to the Governor to be tabled at the next LBOM	FM
3.	Record Checklist and report on EDRMS.	FM

2 Quick links

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

3 Definitions

COPP	Custodial Operations Policy and Procedures
CSI	Corrective Services Industries
DSR	Daily Security Report
EDRMS	Electronic documents and records management systems
FM	Functional Manager
LBOM	Local Board of Management Meeting
LOP	Local Operating Procedure

4 Document information

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1.0		Initial publication (<i>Replaces section 12.1.6 of the superseded Operations Procedures Manual</i>)
1.1	12/03/20	General formatting update and improvements