

Custodial Operations Policy and Procedures

16.14 Daily security reporting

Policy summary

The minimum standard for checking the serviceability and effectiveness of the security of correctional centres is the Daily Security Report (DSR). This includes a daily evaluation of:

- security systems
- fixtures
- electronic surveillance equipment
- searching and
- record keeping.

Beyond the DSR, officers must undertake further checking and evaluation in response to emerging risks, threats and changed operational procedures.

Management of Public Correctional Centres Service Specifications

Service specification	Professionalism and accountability Safety and security
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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).

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.

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1 Daily security reporting

1.1 Policy

The relevant Functional Manager (FM) must submit a completed DSR from the *Security compliance journal* to the Manager of Security (MOS) or delegated officer for each day of the week.

Each centre may implement Local Operating Procedures (LOPs) stipulating procedures for checking, validating, reporting and auditing the specific security elements in the DSR system, these must be completed using the *Local operating procedures templates* for the relevant task.

1.2 Daily security reporting system

The DSR system is one of many strategies developed to assist CSNSW to achieve the goals of:

- effective security and management of correctional centres
- corporate systems, policies and support services to enable the achievement of operational goals and performance targets
- meeting minimum service specifications.

The DSR system is intended to provide Governors with confidence that the security systems identified in the DSR are operating effectively and that staff complete the duties assigned to their roles in line with *DSR LOPs*.

The DSR system also requires staff identified by the *DSR LOPs* to check that the particular security element is operating effectively. This includes a daily evaluation of security systems, fixtures, electronic surveillance equipment, searching processes and record keeping.

The checks are divided into five security focus areas each with several specific security elements:

1. Static Security	Gates Grilles Internal Fences Perimeter Legal & Box Visit Area	4. Electronics	CCTV Metal Detectors Infra-Red Imaging Microphonics VMD
2. Cells	Bars Locks		Cell Alarms Duress Alarms Biometrics
3. Equipment	Keys Chemical Agents Radios Restraints Video Camera Weapons Office equipment and furniture	5. Records	Security Compliance Journal OIMS Bed allocation records Muster Book Search Book State Book Inmate Accommodation Journal

An LOP template for each security element is available on the Corrective Services website within the Department of Justice Intranet. Each template stipulates the checking process in line with the relevant section of the COPP. The validation schedule (if required by the Governor) may be stipulated to suit the needs of each centre.

The security elements must be checked for the serviceability and operational effectiveness of the equipment and fixtures as well as the legibility, completeness and accuracy of records. FMs must conduct validations in line with *LOPs* ensuring that required checks have been conducted by staff and they meet the minimum service specifications outcomes.

2 Conducting DSR checks

2.1 Policy

The correctional officer position identified as the 'checking officer' in the DSR LOP must conduct checks of security elements specified in the Daily Security Reporting system, as reflected in the *DSR LOPs* and any other local instructions issued for this purpose. The frequency of these checks must be specified in the *DSR LOPs*.

The *DSR LOP* must specify what checks are to be conducted (e.g. staff performing duties, testing security equipment, cell/bar checks etc.).

The checking officer must record the results of the security check in the applicable local journal. The authorised DSR compliant journals (available through Corrective Services Industries (CSI)) are the:

- Security Compliance Journal (SCJ)
- Inmate accommodation journal
- Officer in Charge (OIC) Journal C/B Watch
- OIC Gate Journal
- Visits Journal
- Clinic Journal
- Reception/Intake Journal

For example, the checking officer in the *DSR LOP: Cell alarms* on a weekly basis will:

- visually examine all cell alarms and associated equipment for signs of damage and wear
- activate each cell alarm to test the functionality between the cell and officers station (e.g. wing office, compound office)
- Cell alarm checks on later model systems have a testing function that may not require physical checks at each cell which must be included in local operating procedures

- ensure that voices are audible and that the cell number is visible on the system display
- ensure consistency between the time on the cell call system and the time of day when the system is checked (if the system records the time the cell call alarm was activated)
- record the time accuracy check, which alarms were tested, date of testing, whether the alarm was operative or inoperative
- record details of action/s taken to repair unit in the case of an operative cell alarm in the Inmate Accommodation Journal
- report the results of the cell alarms check to the Validating Officer.

To ensure safety of staff, the *DSR LOP* must include a check to ensure that all spaces which inmates may have access to comply with relevant local security protocols. Where appropriate all furniture, including filing cabinets, should be secured to the floor or wall, and excess office equipment or furniture be removed.

2.2 Procedure for checking officer

The checking officer should familiarise themselves with the content of the *DSR LOPs* and any related documents.

	Procedure	Responsibility
1.	Conduct daily checks in accordance with the LOP documents or as directed.	Senior Correctional Officer (SCO)
2.	Record the results of the DSR checks in the nominated journal (e.g. <i>Inmate Accommodation Journal</i> , <i>OIC Journal</i> etc.).	SCO
3.	Take any immediate action necessary to address faulty systems or security breaches and report such faults or breaches to the MOS or FM.	SCO

3 Validation of DSR checks

3.1 Policy

DSR checks must be validated in line with the relevant LOP specific to each centre, and action taken to rectify any identified deficiencies. Each LOP must identify the FM responsible for conducting validations in their area of the centre and, specify a validation schedule (e.g. monthly, quarterly), or a 'snap check' when required by the Governor or the MOS as specified in the *Daily security reporting check and validation schedule*.

Validating the DSR checks is a quality assurance process that provides the Governor with confidence that all security systems in the centre are regularly and thoroughly checked or tested and, to further ensure that the security element is operating effectively.

The validating process can further identify opportunities to improve:

- security;
- safety;
- systems of work and procedures.

The validating officer is the FM or any officer acting in the role of a FM. Where there is no identified FM, the validating officer will be an officer authorised by the MOS to validate the DSR checks and complete the DSR.

The results of these validations must be recorded in the appropriate journals, generally the:

- SCJ
- Local Journals (e.g. *Inmate Accommodation Journals*).

3.2 Reporting

The DSR in the SCJ must be completed by the relevant validating officer (FM) each day. Each Monday, the relevant FM must ensure that all security checks were completed and noted in relevant journals over the weekend, as well as following up on any actions taken to address security issues or system failures over the weekend.

The original *DSR* form in the SCJ must be submitted to the MOS with the copy remaining in the journal. A correctional centre will have separate DSRs for each of its designated areas as specified in the LOPs.

When reporting on the security elements, the validating officer must be satisfied that checking officers have performed the security checks as stipulated and to the standard specified in the *DSR LOPs*, and in any local instructions.

The completed form must include details of:

- each DSR security element checked
- its operational status
- any comments relating to remedial action taken to address faulty security elements or breaches of security.

The validating officer must initiate immediate remedial action where possible to correct faulty security elements and breaches of security. On weekends, the FM on duty will be responsible for addressing any security issues over the weekend.

However, all officers have a general responsibility to report, and where necessary, take action to reduce or eliminate risks to the safety and security of correctional centre operations. All matters that may adversely impact on security or safety must be immediately reported to the MOS or next most senior officer on duty.

The MOS or a delegated officer must submit the *Weekly security report form* to the Governor by the close of business each Monday including comments and advice on:

- security element issues;
- record of accountability issues;
- any other general matters affecting security of the correctional centre for example an increase in positive urinalysis results or intelligence related information; and
- the status of any actions taken to address issues.

The form provides an overview of each area’s DSRs for the previous seven days. The completed form will:

- confirm or not whether a DSR form was submitted for each area of the correctional centre each day;
- state the operational status of each element;
- confirm dates and any validated elements in the previous seven days;
- identify any faulty security elements and breaches of security; and
- record comments on actions taken to address these issues.

Responsibilities for reporting and conducting validations will vary to align with the staffing model for each centre for example, a FM will be identified in relevant LOP’s to conduct quarterly validations and submitting the *Weekly security report*.

3.3 Procedure for validating officer

	Procedure	Responsibility
1.	Ensure a full copy of the <i>DSR LOPs</i> for the particular location are readily available to the checking officer.	FM/Authorised officer
2.	Ensure the checking officer is conversant with what elements are to be checked, where the elements are located and the standard to which the checks must be conducted.	FM/Authorised officer
3.	Conduct validations as required in the <i>Daily security reporting check and validation schedule</i> and the <i>DSR LOPs</i> by accompanying the checking officer and observing if all the required daily security checks are conducted to the approved standard.	FM/Authorised officer
4.	Ensure all security elements are validated in line with the local <i>Daily security reporting check and validation schedule</i> .	FM/Authorised officer
5.	Note in the checking officer’s local journal and the <i>Security compliance journal</i> whether validations have been conducted in accordance with the <i>DSR LOPs</i> . (Details of the checking officer and validating officer are to be recorded within the SCJ, local journals and the DSR).	FM/Authorised officer
7.	Take any immediate action necessary to address faulty systems or security breaches and report such faults or breaches to the MOS.	FM/Authorised officer

	Procedure	Responsibility
8.	Complete the DSR and submit it to the MOS or delegated officer each week day. Note: Each Monday, the relevant FM must ensure all security checks were completed over the weekend and follow-up on any actions taken to address issues over the weekend.	FM/Authorised officer
9.	Submit weekend DSR to MOS or delegated officer for <i>Weekly security report form</i> .	FM/Authorised officer

3.4 Procedure for MOS or FM

	Procedure	Responsibility
1.	Authorise an officer to validate the DSR checks and complete the <i>DSR LOP</i> for identified areas or when required.	MOS/FM
2.	Oversee the DSR process within the centre.	MOS/FM
3.	Review each DSR and initiate action to address system failures, follow up on security breaches.	MOS/FM
4.	Update the <i>Weekly security report form</i> progressively throughout the week.	MOS/FM
5.	Validate the SCJ at times specified in the <i>DSR LOP</i> .	MOS/FM
6.	Take any immediate action necessary to address faulty systems or security breaches and ensure incidents and outstanding issues are addressed in a timely manner.	MOS/FM
7.	Report all issues and remedial actions to the Governor	MOS/FM
8.	Save a copy of the completed <i>Weekly security report</i> to Custodial Corrections EDRMS and retain a copy locally.	MOS/FM
9.	Brief the CCMT on: <ul style="list-style-type: none"> • DSR issues and remedial actions • Any outstanding issues with security systems. 	MOS/FM
10.	On a quarterly basis, conduct validations of all security elements as specified in the LOP's and report results to the Correctional Centre Management Team (CCMT) meeting. Note: Conduct 'snap-check' validations as necessary.	MOS/FM

4 Quick links

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

5 Definitions

Authorised officer	The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Policy and Procedures.
CCMT	Correctional Centre Management Team
COPP	Custodial Operations Policy and Procedures
Correctional Centre	Refers to places proclaimed as correctional centres and includes: Parramatta Transitional Centre and the Compulsory Drug Treatment Correctional Centre, which are not managed by correctional officers.
CSI	Corrective Services Industries
CSNSW	Corrective Services New South Wales
DSR	Daily Security Report
FM	Functional Manager
LOP	Local Operating Procedure
MOS	Manager of Security
OIC	Officer in Charge
SCJ	Security Compliance Journal
SCO	Senior Correctional Officer
The Checking Officer	The correctional officer responsible for conducting daily security checks within their area of responsibility.
The validating officer	The Functional Manager or any officer acting in the role of a FM. Where there is no FM, the validating officer will be an officer authorised by the Governor to validate the DSR checks and complete the DSR, on a daily basis.

6 Document information

Business centre: Custodial Operations

Approver: Kevin Corcoran

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Version	Date	Reason for amendment
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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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1.2	09/04/22	Inclusion of CESU facilities as part of DSR
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1.3	09/10/23	Updates in line with 2023 restructure: deletion of reference to Security and Intelligence (S&I).
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Additions at subsections 1.2 and 2 to include office furniture and equipment as part of daily security reporting.

Refer to Security and Custody Deputy Commissioner's Memorandum 2023/43 *Daily Security Reporting – Office equipment and furniture*.
