COMMUNITY INSTRUCTION	Integrity and security reporting
COMMUNITY INSTRUCTION NO.	A2.3
SCOPE	Community Corrections and Offender Reintegration

PURPOSE

To provide instruction to Community Corrections and Offender Reintegration staff in relation to reporting suspected misconduct, inappropriate workplace behaviours and security related intelligence reports.

PROCEDURES

1.   Reporting of suspected misconduct and/or inappropriate staff workplace behaviour

1.1   If a staff member becomes aware of suspected misconduct and/or inappropriate workplace behaviours of another staff member (whether on or off duty), then they must report this directly to the Integrity Assurance Officer (IAO), People and Culture. They should make this report as soon as practically possible.

1.2   The report must be submitted to the IAO via the Integrity Reporting Tool on SharePoint or via ACTCS-integrity@act.gov.au.

1.3   If staff are unsure about reporting information, they must contact the IAO and seek advice.

2.   Security intelligence reports

2.1   Staff must submit a Security intelligence Report (SIR) where they identify any activity that appears abnormal or out of place within their working environment.

2.2   Reports should be timely, factual, transparent and as detailed as possible to permit further investigation as may be necessary.

2.3   Reports can be sent to the Intelligence Unit through the Intelligence Reporting tool on SharePoint.

2.4   For further information, refer to sections 17 and 18 of the *Incident Reporting, Notifications and Debriefs Policy.*

RELATED DOCUMENTS AND FORMS

- Incident Reporting, Notifications and Debriefs Policy

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Document details

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