



OPERATING PROCEDURE	Searching – Cell Infrastructure Checks
OPERATING PROCEDURE NO.	S4.15
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff on what to look for when routinely checking cells and the frequency of cell infrastructure checks.

PROCEDURES

1. Cell infrastructure checks

- 1.1. Cell infrastructure checks must be conducted daily on each cell by unit officers.
- 1.2. A cell infrastructure check may be conducted by one or more officers.
- 1.3. Unit officers may conduct infrastructure checks of each cell whether a detainee is present or not.
- 1.4. Officers must visually check each cell for any interference with, or damage to:
 - cell doors and fixtures
 - door locks
 - window frames
 - wall, floor and ceiling surfaces
 - furniture and fittings
 - the doorframe
 - fire detection equipment
 - electrical appliances.
- 1.5. Officers must also:
 - check ventilators and their covers are not obscured
 - look for any graffiti.
- 1.6. Officers must report any cell damage via the Maintenance and Stores Request System and request for an appropriate licensed trades person (e.g., electrician) to attend to the cell if any work of that nature is required (e.g. dismantling any electrical or plumbing fixtures).
- 1.7. Officers must use cell infrastructure checks as an opportunity to note excess property and challenge detainees accordingly.
- 1.8. Where graffiti is found which is possibly gang related, the officer must photograph the graffiti and complete a Security Intelligence Report.
- 1.9. Where an officer conducting cell checks observes something that is a concern to security and good order and requires a full cell search, they must either:
 - a. request assistance from another unit officer; or

- b. secure the cell to return to later.

2. Reporting

- 2.1. On completion of the checks, officers must record all visual cell checks in the Unit Logbook.
- 2.2. The responsible area supervisor must review the logbook at the end of each day to confirm that the required checks have been documented and record this in the Supervisors Daily Compliance Checklist.
- 2.3. Officers must complete an A2.F1: Incident Report or Security Intelligence Report as appropriate.

RELATED DOCUMENTS AND FORMS

- Searching Policy
- Security Intelligence Report
- Supervisors Daily Compliance Checklist
- A2.F1: Incident Report



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ACT Corrective Services

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Document details

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Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control

OFFICIAL
UNCONTROLLED WHEN PRINTED

Version no.	Date	Description	Author
V2	December-2021	Revised and first issued	H Cheney
V1	November-2020	First drafted	T Rust

