



## Commissioner's Instruction

No: 01/2008

To: *Board of Management  
Regional Executive Directors  
General Managers/Superintendents  
Directors, Area & District Managers Community Offender Services  
Director Offender Policy  
Director Corporate Strategy*

### For the information of all staff

Subject: Security & Emergency Procedures Training at Correctional Centres

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#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

#### **INSTRUCTION**

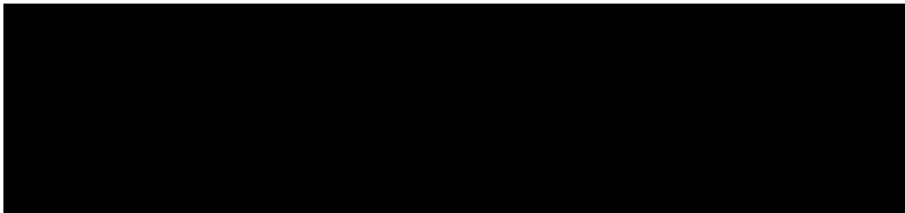
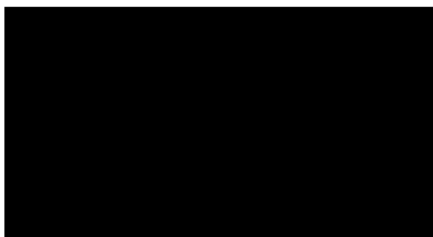
Effective immediately, all Security & Emergency Procedures training will be coordinated by the Tactical Training Unit (TTU), which replaces the Specialised Training Unit (STU). The only exception to this will be firearms training for correctional officers, which is provided by the Custodial Training Unit, Brush Farm Academy.

I have re-established the Tactical Training Unit at Silverwater. Essentially, they will assume the following responsibilities:

1. Design, coordinate and oversight emergency response exercises at correctional centres and other facilities.
2. Provide a suite of Security and Emergency Procedures Training Courses, such as
  - Chemical Munitions
  - Use of Force and Restraints
  - High Security Escorts
  - Tactical Communications

- Field Training Officer Certification
- Defensive Tactics
- Searching Procedures
- Duties of the First Responding Officer
- Risk Priorities
- On Site Risk Management Course
- Riot Drill

In particular, scenarios designed to test response capabilities at correctional centres are not to be conducted unless coordinated and oversighted by the Tactical Training Unit. These training exercises can be highly dangerous and require detailed planning, administration and execution by experienced tactical trainers.





## Commissioner's Instruction

No: 03/2008

To: *Board of Management  
Regional Executive Directors  
General Managers/Superintendents  
Directors, Area & District Managers Community Offender Services  
Director Offender Policy  
Director Corporate Strategy*

### For the information of all staff

**Subject: Junee Correctional Centre Management Contract Re-Tender**

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#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

#### **INSTRUCTION**

The management of Junee Correctional Centre is currently contracted to Global Expertise in Outsourcing Group Australia (GEO). The contract is due to expire on 31 March 2009. In the near future, the Department will call for tenders to manage the centre.

The Department is committed to conducting a tender process which is fair and unbiased. A Probity Plan is currently being developed which outlines the probity policy to be followed by:

1. Departmental staff directly assisting the Project (Project Participants);
2. Consultants/advisors to the Project; including staff from other Government departments (Project Participants);
3. All other Departmental staff.

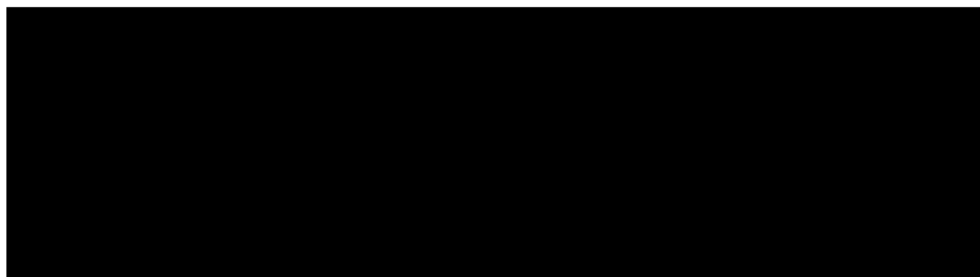
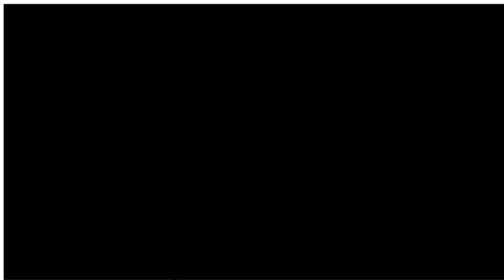
When the Probity Plan has been approved it will be broadcast to the Department and information concerning the re-tendering project will be published on the intranet.

In the lead up to the tender period, it is expected that interested parties will contact the Department, both formally and informally, to obtain information regarding Junee Correctional Centre and the contract.

Under **NO** circumstances should any Departmental staff provide information in response to any enquiries regarding the management contract for Junee Correctional Centre or the performance of GEO.

In addition, I would like to take this opportunity to stress to all staff the need for confidentiality in the tender process, not only with the re-tendering of Junee Correctional Centre, but for any other goods or services that the Department seeks tenders in the marketplace. To ensure that all stakeholders can have complete confidence in the integrity of any tender, staff must ensure that all processes associated with tendering are fair and transparent.

This document should be read in conjunction with the Department's Guide to Conduct and Ethics.





## Commissioner's Instruction

No: 4/2008

To: *Board of Management  
Regional Executive Directors  
General Managers/Superintendents  
Directors, Area & District Managers Community Offender Services  
Director Offender Policy  
Director Corporate Strategy*

### For the information of all staff

Subject: Rollout of Single Active Booking - Monday 21 April 2008

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#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

#### **INSTRUCTION**

On Monday 21 April 2008, the Department will introduce the Single Active Booking function in the Offender Integrated Management System (OIMS). Single Active Booking will enable the custodial and community areas of the Department to share offender information that has been entered into the OIMS. Access to information will be dependent on the role and caseload of officers.

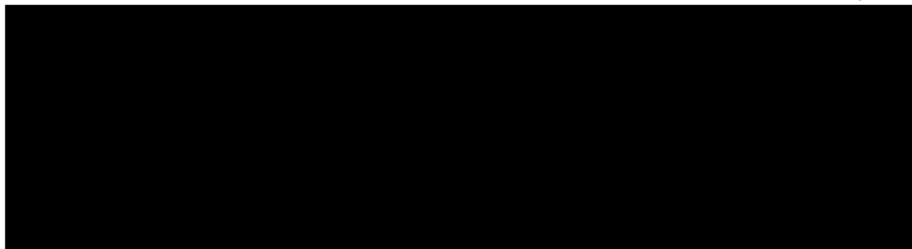
Prior to the rollout of Single Active Booking, there will be an OIMS outage lasting 30 hours from 11pm Friday 18 April to 5am Sunday 20 April 2008.

During this outage period all centres will be required to use a paper based manual process. Please refer to the Offender Management and Operations Deputy Commissioner's memo 2008/21 for details of the Manual Process Instructions.

Information gathered during the outage period must be entered into the OIMS by no later than **5pm Tuesday 22 April 2008**.

As outlined in the Manual Process Instructions, I would suggest that you remain mindful of the occurrence and significance of events, eg Movements and Alerts to allow them to be entered as a priority.

For more details concerning the rollout of Single Active Booking please refer to the DCS Intranet site <http://dcsonline/Projects - Throughcare E-Case Management>.





## Commissioner's Instruction

No: 5/2008

To: *Board of Management*  
*Executive Directors*  
*General Managers/Superintendents*  
*Directors, Area & District Managers Community Offender Services*  
*Director Offender Policy*  
*Director Corporate Strategy*

### **For the information of all staff**

Subject: **CONFLICTS OF INTEREST POLICY**

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#### **PREAMBLE**

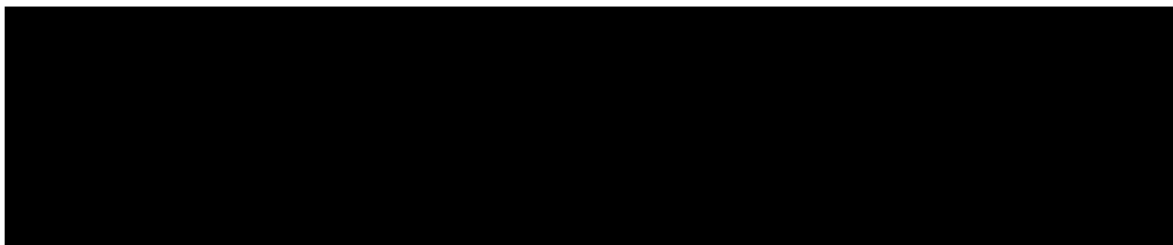
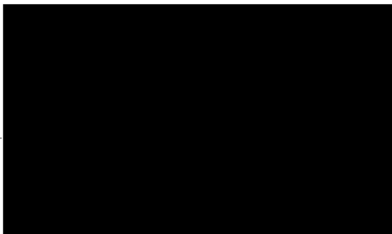
This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

#### **INSTRUCTION**

The Department's Conflicts of Interest Policy is available on the intranet at *Policies & Procedures > Policy Directory > Probity and Staff Development Division > Conflicts of Interest Policy*.

All employees who consider their private interests may come into conflict with the impartial fulfilment of their official duties and the public interest must read the policy, comply with its provisions and have regard to the Department's *Guide to Conduct and Ethics*.

Please ensure that all employees under your area of administration are aware of this Instruction, a copy of which has been placed on the Department's intranet.





## Commissioner's Instruction

No: 6/2008

To: Board of Management  
Regional Executive Directors  
General Managers/Superintendents  
Area/District Managers, Community Offender Services  
Director Offender Policy  
Director Corporate Strategy

### For the information of all staff

Subject: PROCEDURES FOR UNSENTENCED/APPELLANT INMATES ATTENDING COURT APPEARANCES

#### **PREAMBLE**

*This instruction is issued in accordance with the provisions of section 235B of the Crimes (Administration of Sentences) Act 1999. Commissioner's instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to liable disciplinary action under the Public Sector Employment & Management Act 2002.*

#### **BACKGROUND**

This instruction replaces Commissioner's Instruction No 10/2005 New Procedures for Inmates Attending Court. A number of instances have occurred where inmates attending court have been acquitted, or received an alternative penalty to that of a custodial sentence and Court Security staff have insisted on the inmate accompanying them back to the cells to obtain a Discharge Checklist prior to release. A recent case where this has occurred has resulted in advice being received that the Department has no power to require an inmate to be held in custody for any purpose once the court has ordered his or her release.

It has also come to my attention that there is some confusion on whose responsibility it is to verify matters with Court Registry staff.

#### **INSTRUCTION**

Effective immediately, a completed 'Discharge Checklist' is to accompany all unsentenced inmates attending court where no other detainers are held by the Department. This does not apply to inmates appearing before Audio Video Link within the Correctional Centre.

The Discharge Checklist is to include details of the date that the inmate was received into custody. In addition the checklist is to clearly indicate the Bail status of the inmate attending court, (bail refused/bail granted not met) This is in view of the fact that in some instances inmates appearing at court may be "bail granted" but have been unable to meet the bail conditions set down by the issuing court.



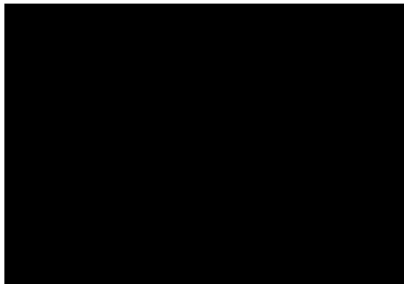
Concern has arisen when inmates who have been unable to meet bail have appeared before court and the court has delivered a determination that bail is continued and that the inmate is to be released. In these circumstances the OIC Court Cells is to make arrangements to inform the appropriate court personnel.

The OIC of the Corrective Services Court Cells is to make appropriate arrangements for the inmate to be issued with a Discharge Certificate in instances where the inmate is to be released from the Court.

A revised "Discharge Checklist for Unsentenced Inmates released to Court" is attached to this instruction. The Operations Manual Annexure 11.2 will be updated shortly.

In regard to inmates attending court for the purpose of an appeal determination, the same "Discharge Checklist" is to be utilised and clearly marked as "appellant". If in doubt of the status of an appellant the Inmate Records Manager is to establish with the respective Court Registry the appeal status in terms of each charge appealed against prior to the dispatch of the inmate from the correctional centre. The OIC of the Court Cells is responsible for verifying that all matters have been taken into account if the appeal is upheld and the inmate is to be released on the day of the court appearance.

In all cases, any anomalous situations detected by CESU staff should be relayed to the appropriate Correctional Centre Inmate Records Manager in the first instance. If any matter cannot be resolved at the Correctional Centre then it must be referred to the Sentence Administration Branch for adjudication.





**DISCHARGE CHECKLIST  
FOR UNSENTENCED INMATES/APPELLANTS ATTENDING COURT**

**Section 1**

(This is to be completed for all inmates who may be released from a court security/police cell complex who have been sent to court from a Correctional Centre and are not habeas)

Inmates Name: \_\_\_\_\_ MIN: \_\_\_\_\_

Date of Appearance: \_\_\_/\_\_\_/\_\_\_

To: \_\_\_\_\_ Court Security Location

From: \_\_\_\_\_ Correctional Centre.

**INMATE STATUS** (please circle applicable)

BAIL REFUSED

BAIL GRANTED NOT MET

APPELLANT

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**Warrant File Check:**

Any outstanding orders on file? YES / NO

If yes, provide details below. (If there are outstanding Section 77 Orders, it is the responsibility of the correctional centre to notify the relevant court).

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**Section 2**

**OIMS Check:** (Tick box to confirm check)

- (Sentence Summary)
- (Appearance Order)
- (Movements: Reception date) \_\_\_/\_\_\_/\_\_\_
- (Outstanding Parole Authority Warrants)
- (Alerts)
- (Child Protection)

I certify that NO other detainees are held at the Centre as at:

Time: \_\_\_\_\_ am / pm

Date: \_\_\_/\_\_\_/\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Section 3**

**TO BE COMPLETED BY OIC COURT CELLS**

Result of Court appearance: \_\_\_\_\_

Release authorised and inmate released:

Time: \_\_\_\_\_ am / pm

Date: \_\_\_/\_\_\_/\_\_\_

Discharge Certificate issued: YES / NO

\_\_\_\_\_  
PRINT NAME AND RANK

\_\_\_\_\_  
SIGNATURE

FAXED TO \_\_\_\_\_ CORRECTIONAL CENTRE



## Commissioner's Instruction

No: 2008/ 7

To: Board of Management  
Regional Executive Directors  
General Managers/Superintendents  
COS Directors, Area & District Managers  
Director, Offender Policy  
Director, Corporate Strategy

### For the information of all staff

**Subject: Reception of offenders under the age of 18 years on State Parole Authority revocation of parole warrants**

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#### **PREAMBLE**

*This instruction is issued in accordance with the provisions of section 235B of the Crimes (Administration of Sentences) Act 1999. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the Public Sector Employment & Management Act 2002.*

#### **BACKGROUND**

Juvenile offenders are those offenders who are sentenced by a Children's Court.

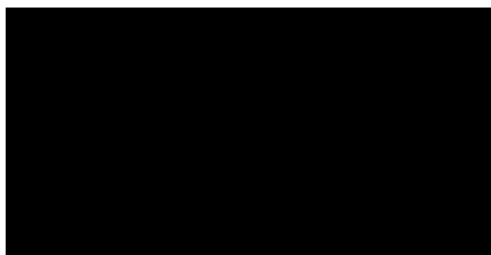
Regardless of an offender's age, the parole of juvenile offenders released from a juvenile correctional centre (Kariong) or an adult correctional centre will be administered by the State Parole Authority.

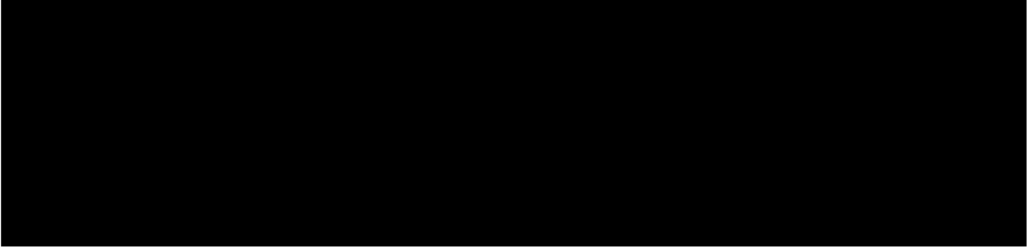
If the parole of a juvenile offender is revoked by the State Parole Authority, a warrant of commitment will be issued by the Authority.

#### **INSTRUCTION**

Offenders under the age of 18 years being received into DCS custody following the execution of a State Parole Authority warrant for revocation of parole can **only** be received at Kariong Juvenile Correctional Centre.

These offenders must not be received from the NSW Police Force into DCS custody at any other correctional centre or court cell complex.







## Commissioner's Instruction

No: 8/2008.

To: *Board of Management  
Regional Executive Directors  
General Managers/Superintendents  
Directors, Area & District Managers Community Offender Services  
Director Offender Policy  
Director Corporate Strategy*

### For the information of all staff

Subject: Supervision of Bolwara Residents

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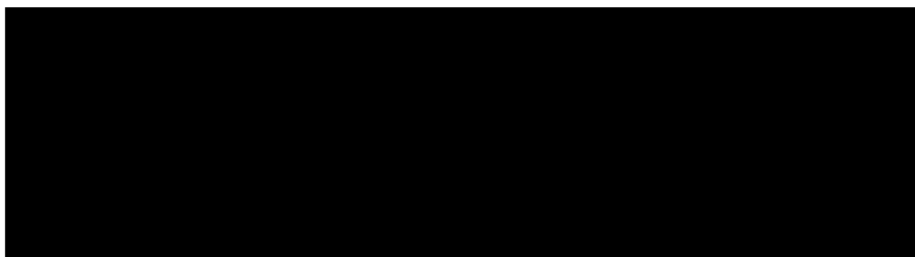
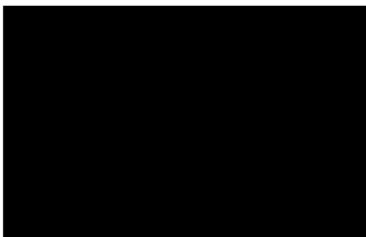
#### **PREAMBLE**

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#### **INSTRUCTION**

A review has been undertaken of unescorted external leave of Residents at Bolwara Transitional Centre.

As a result of this review I am now directing that all Residents authorised by the Manager to partake in unescorted external leave are to be fitted with an electronic anklet effective immediately.





## Commissioner's Instruction

No: 10/2008

To: *Board of Management  
Regional Executive Directors  
General Managers/Superintendents  
Directors, Area & District Managers Community Offender Services  
Director Offender Policy  
Director Corporate Strategy*

### For the information of all staff

**Subject: Cessnock and Parklea Correctional Centre Management  
Contract Tender**

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#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

#### **INSTRUCTION**

Tenders are currently being called for the management and operations of both Cessnock Correctional Centre and Parklea Correctional Centre. The contract for both of the correctional centres is due to commence in mid August 2009.

The process will be conducted in a fair and unbiased manner. A probity plan is currently being developed which outlines the probity policy to be followed by:

1. Departmental staff directly assisting the project (project participants);
2. Consultants/advisors to the project; including staff from other Government departments (project participants);
3. All other departmental staff.

When the probity plan has been approved it will be broadcast to the Department and information concerning the tendering project will be published on the intranet.

In the lead up to the tender period, it is expected that interested parties will contact the Department, both formally and informally, to obtain information regarding Cessnock and Parklea Correctional Centres.

Departmental staff are reminded of their obligations and responsibilities regarding probity and confidentiality and are advised that all enquiries and request for information should be directed to the Project Director, Strategic Procurement Group. Under **NO** circumstances should staff provide information in response to any enquiries, nor approach interested parties with information, regarding Cessnock and Parklea Correctional Centres.

In addition, I would like to take this opportunity to stress to all staff the need for confidentiality in the tender process. This applies not only to the tendering of Cessnock and Parklea Correctional Centres, but for any other goods or services where the Department seeks tenders in the marketplace. To ensure that all stakeholders can have complete confidence in the integrity of any tender, staff must ensure that all processes associated with tendering are fair and transparent.

This document should be read in conjunction with the Department's Guide to Conduct and Ethics.

