

Custodial Corrections Operations Policy and Procedure Manual Benchmarking Reform

Corrective Services NSW (CSNSW) is currently undertaking a benchmarking program to ensure all correctional centres provide value for money and enhanced service delivery.

The Program includes two major components:

1. **Performance targets:** that outline what centres need to achieve to become the best they can be; and
2. **Resources (Including staffing):** required for a centre to perform efficiently and effectively.

It has been established that there is a need for review of current policy and procedure (OPM) and implement into the development of a new policy and procedure to meet performance targets and reflect all changes within the benchmarking process.

OPM REF	ITEM
Section 8.19 (Current OPM)	21.7 Contemporaneous Notebooks (COPP)
Consultation: Ian Farquhar, Hamish Shearer, Mac La'ulu, Bernhard Ripperger (OGC), Zoltan Nagy (SOG), Dion Ngatai (CSU), Matt Horan (IB) Comments: • Supply of Contemporaneous Notebooks during initial training to be continued – further notebooks to be provided at the officer's location. • New notebooks to be provided on a 'one for one' basis when complete. • Completed notebook(s) to remain in possession of the officer who was initially provided the notebook. • Review and accountability of Contemporaneous Notebooks removed from policy and determination made that the Notebooks would only be used in the absence of immediate electronic recording/reporting of an incident or event. • Recording of information in the notebook does not negate the need to electronically record an event or to complete mandated reports. For example completion of an IRM or witness/incident report. Stakeholder Endorsed:	

Chair
OPM Steering Committee



Kevin Corcoran
Assistant Commissioner
Custodial Corrections Division

27/7/17

Date:

Date: