

Custodial Operations Policy and Procedures

10.9 Visits by NSW and Interstate Corrections Staff

Policy summary

CSNSW staff may request to visit a correctional centre at which they are not employed. Staff from interstate correctional or justice agencies may also request to visit a NSW correctional centre. These visits may be approved by the Governor of the correctional centre.

Letters of introduction from interstate staff are required.

Approved identification is required by all visitors.

Management of Public Correctional Centres Service Specifications

<i>Outcome</i>	Professionalism and accountability
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Scope

All staff who work within correctional centres, inmates and authorised visitors are affected by this policy.

Related Documents

Crimes (Administration of Sentences) Act 1999

Crimes (Administration of Sentences) Regulation 2014

Management of Public Correctional Centre Outcome Specifications

Related Custodial Operations Policy and Procedures

10.1 Visits General

10.2 Visits Restrictions and Prohibitions

10.3 Visitors to inmates

17.3 Stop, Detain, Search of Visitors and Staff

Forms and Annexures

Definitions

COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services New South Wales
NSW	New South Wales
SAS	Senior Assistant Superintendent

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1 Visits by NSW and Interstate Corrections Staff

Corrective Services NSW (CSNSW) staff may request to visit a correctional centre at which they are not employed. The request should be made in writing or by telephone to the Governor or their delegate.

Staff from interstate corrections or justice agencies may also request to visit a NSW correctional centre. The request must be made in writing to the Governor of the centre.

These requests are subject to the normal security procedures of CSNSW and the protocols of the correctional centre. The decision to approve rests with the Governor or their delegate.

All visitors will be subject to procedures in COPP section 17.3 *Stop, detain, search visitors and staff*, and COPP section 10.1 *General – Visitor Controls and Conditions*

2 Procedures

2.1 CSNSW visitors

	Procedure	Responsibility
1.	Contact the Governor in writing or by telephone and give - reason and requirements for the proposed visit - number of visitors - date, time and duration of visit	CSNSW visitor
2.	If the visit is approved, attend the centre at the agreed time, carrying CSNSW identification and wearing name badge.	CSNSW visitor
3.	Inform the gate officer of the visit	Governor or delegate
4.	Authorise an officer to escort the visitor(s)	Governor or delegate

2.2 Interstate correctional staff visitors to a NSW Correctional Centre

Staff from interstate correctional or justice agencies wishing to visit should make their request in writing to the Governor of the relevant correctional centre. Requests received by Head Office will be forwarded to the Governor.

The request should outline:

- the reason for the visit
- the numbers of visitors
- the date, time and duration of the visit

The Governor must make a decision relating to the visit, and give notification in writing. A letter giving approval for the visit should:

- request that the visitor obtain a letter of introduction to the Governor from a senior manager. This may be forwarded prior to the visit, or produced on the day of the visit.
- inform the visitor of general and local safety and security protocols and the need to carry official identification.

The Governor must inform the gate officer of the visit, and must accompany the visitor, or authorise an officer to accompany the visitor, on the day of the visit.

3 Document history

Version	Date	Reason for Amendment
1.0		Initial publication (<i>Replaces section 15.24 of the superseded Operations Procedures Manual</i>)