

Custodial Operations Policy and Procedures

21.8 Local Operating Policy

Policy summary

When necessary, correctional centres may develop and implement local operating procedures (LOPs) that set out systems or methods of work to achieve a Corrective Services NSW (CSNSW) policy objective, service outcome or a statutory obligation. It will take into account local resources and risks.

LOPs must be written in plain English, and they must be accessible to staff at all times.

Every correctional centre must have a system in place to:

- check LOPs for effectiveness and statutory compliance every 2 years
- amend LOPs following changes to legislation or CSNSW policy
- revoke LOPs if they become redundant

Management of Public Correctional Centres Service Specifications

Outcome	Professionalism and Accountability
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Scope

This policy applies to all correctional centres in NSW (caveat)

Related Documents

Crimes (Administration of Sentences) Act 1999

Crimes (Administration of Sentences) Regulation 2014

Management of Public Correctional Centre Outcome Specifications

Related Policy and Procedures

19.1 Staff Rotation

19.5 Handover Procedures

Forms and Annexures ([Hyperlink](#))

[Local Operating Procedures Template](#)

Definitions

LOP	Local Operating Procedures
EDRMS	Electronic Data and Records Management System

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1 Policy

1.1 Development of LOPs

An LOP may be required to detail how a policy objective, CSNSW service outcome, or statutory responsibility will be achieved at the local level. It takes into account local resources and risks. It should also set out time frames and responsibilities for implementation and reporting.

LOPs must be written in plain English and clearly explain what needs to be done, who will do it, and when.

The Governor will decide when an LOP is necessary. Generally, this will be when a corporate policy, service requirement or statutory responsibility cannot be implemented without site specific information or instructions. The Operation Procedures Manual may at times mandate the development and implementation of LOPs.

LOPs should be developed using the template supplied by Custodial Operations. Custodial Operations staff will assist with the development of LOPs if required.

1.2 Recording of LOPs

A Governor may give directions to correctional and other officers, but there must be a record kept of those directions (Clause 242(1) of the Crimes (Administration of Sentences) Regulation 2014). Therefore every correctional centre must have a register of every LOP on the Electronic Data and Records Management System (EDRMS)

Governors should create an EDRMS file for the register of LOPs, and inform, and give access to, their regional Director, Custodial Operations.

The register must:

- give access to a copy of the full LOP, including the document history
- show the date it was implemented
- give the topic or subject
- if it was revoked, show the revocation date.

1.3 Accessibility of LOPs for staff

LOPs must be available to all staff of the correctional centre on the local computer drive and in EDRMS. The issuing of hard (paper) copies is to be avoided owing to the likelihood of out-dated or revoked orders remaining in circulation.

In situations where staff may not have ready access to computers or the local computer drive, hard copies may be made available. However, procedures must be in place to ensure that hard copies are replaced (or destroyed) whenever an LOP is amended (or revoked).

1.4 Currency of LOPs

Significant risks can arise if LOPs are not kept up to date. Therefore, the correctional centre must have a system in place to check the impact on LOPs whenever there is a change to CSNSW policy or to NSW legislation. If necessary, LOPs must be amended or revoked, or a new LOP developed. In addition, the SAS of Security must check all LOPs every 2 years and send a report to the Custodial Director

LOPs must be reviewed whenever there are changes to legislation and/or CSNSW policy and procedures, to ensure they:

- are consistent with CSNSW policy objectives;
- meet the correctional centre's needs; and
- are in compliance with the legislation.

If they are not, they must be amended or revoked.

Every published LOP must have a document history. This is a historical record of when it was published, amended, and/or revoked. Each entry must provide a brief statement to explain the change.

2 Procedures

	Procedures	Responsibility
1.	Where a CSNSW policy objective, service outcome, or statutory responsibility requires local directions to be achieved at the local level, ensure that a Local Operating Procedure is developed	Governor
2.	Register the LOP in the designated EDRMS file/container	Governor or authorised officer
3.	Ensure all LOPs are accessible to staff via the local computer drive, or, where this is not the case, ensure hard copies are available	Governor or authorised officer
4.	Ensure a review of LOPs is undertaken at least once every 2 years with a report forwarded to the respective Custodial Director	SAS of Security
5.	Ensure systems are in place to advise all staff of any amendment or revocation of LOPs	Governor

3 Document history

Version	Date	Reason for Amendment
1.0		Initial publication (<i>Replaces section 12.6 of the superseded Operations Procedures Manual</i>)