			ROCI Matrix Senior Correctional Officer		
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Deliverable (or Activity)	Legislation and Policy/Facil	ity	Deliverable (or Activity)	Accommodation Management	
Strategic Management Accountabilities			Inmate Accountability		
Comply and enforce Legislation, Policy and Procedure	O/A R R R R R R R R		Attend Musters	O/A I R R R	
Implement and display best practice procedures	O/A R R R R R R R R		Supervise Musters	RRR	In the absence of the SAS
Provide consistent high level of customer service	O/A R R R R R R R R		Inmate Classification		In small centres SAS to chair Classification committee
Promote and support corporate goals and values	O/A R R R R R R R R	333	Be willing to be consulted on Classification recommendations	I I R	
			Prepare Segregation Order and related documentation	I I R	
Legislation, Policy and Procedure			Be willing to be consulted on Protection Orders and Reviews	I I R	
Inmate reception questionaries	R		Be willing to be consulted on SMAP Orders and Reviews	I I R	
Undertake Performance management as per GSE ACT	R R R R R R R R R		Be willing to be consulted on Intel Alerts	I I R	
Participate in monthly meetings	R R R R R R R R		Be Willing to be consulted on Protection recommendations	I I R	
Assist staff with IRM Reporting	R R R R R R R R	* For respective area	Inmate Misconducts		SAS to conduct misconducts
Undertake inmate inductions	R R		Prepare Hand up Briefs for Management	R R R R R R	R * For for the SAS
			Prepare Check Lists and Packages for Management	R R R R R R	R * For respective area
First Class accommodation Journal Log Validation	R R R		Accommodation Areas		·
Ensure correct evidence management during incident	O/A R R R R R R R R	2006	Accommodation area inspections	R R R	
After Hours Escort Risk Assessments	R		Check WH&S kits/First Aid Kits are being restocked in areas	RRRRRRR	
Prepare paperwork for Protection Inmates	O/A R R	N/S After Hours	Maintain a high level of hygiene and cleanliness in cells	R R R	* For respective area
Prepare paperwork for Inmate Applications	RRRRRRR	···	Participate in IDC Meetings	R R R	
Prepare paperwork fo Inmate Requests		SAS to consult with SCO's	Linen Management in accommodation areas	RRRRRR	* For respective area
Ensure compliance to WH&S within area	O/A R R R R R R R R	Crito to coriour with coc s	Daily accommodation search compliance	R R R R R R	R * For respective area
Ensure staff are aware of Evacuation Plan	O/A R R R R R R R R		DNA Testing and Coordination	R R R R R R	R * For respective area
Have awareness of Centre tiered response plans	O/A R R R R R R R R		Unit staff meetings	R R R R R R R	R * For respective area
Provide Supervision and Development of IAT First class	I R		Inmate 48hr Notification and assault packages	R R R R R R R	R * For respective area
Trovido caparviolori ana Bovolopinioni or il tri i not olado			Security Checks		T of respective area
			Journal Log check - Accommodation	RRR	
Custodial Case Management			Journal Log Check - Non Accommodation	R R R R	
Supervise CO's completion of case management tasks	R		Conduct Armoury Check	I R R	
Conduct case note audits	R		Cell - bar and cell alarm checks	R	
Coordinate classification and case management functions	R		Staff Searches / Metal Detector Calibration	R	R N/S after hours
Oversee the Classification Placement Team	R		Identified and target inmate management		N/S after hours
Deliverable (or Activity)	Human Capital Management		Assist with the coordination of Urinalysis	R R	
Staff wellbeing & injury management		W 0.4.0 W	Assist with the coordination of DNA testing program with NSW Police	K K	R
48 Hour notifications	O/A R R R R R R R	If SAS unavailable	Maintain OMCG listing		R
Safe Work NSW Notification	O/A R R R R R R R		Maintain OCN (Organised Crime Network)Listing		K .
Assist Staff on Return to Work Plans	O/A R R R R R R R		Supervise HSIMC inmates including visitors (ACC.) & phones (INTEL)	RR	K
Rostering			Supervise process of reviewing ALL incoming and outgoing mail	RRRRRRRR	R To be allocated as per local processes
28 day scheduling compliance			Ensure inmate calls are monitored and reviewed for information		K
Staff rostering requests	O/A C C C C C		Assist CIG in interviewing offenders for information	R R	To be allocated as per local processes
Staff on boarding and off Boarding			Ensure ETI warning recorded on OIMS		R
Assist with new staff inductions	R R R R R R R	* For respective area	Ensure all ETI eligible inmates have documented management plans	RR	R To be allocated as per local processes
Ensure area's post duties are available and up to date	RRRRRRRR	* For respective area	Review and identify IIS for CN & IN relevant to centre		R
Leave Management			Review and follow-up on IR's as required	R R R R R R R	R
Assist in the Manage Excess Recreation leave	O/A R R R R R R R	* For respective area	Review applications for money over \$100-00	R R	
Continuous Improvement of Staff			Advise senior Managers of emerging trends that may affect centre	I R R R R R R R	R
MyPerformance introduction for new staff	O/A R R R R R R R	* For respective area			
Ensure compliance of MyPerformance	O/A R R R R R R R	* For respective area			
Report staff development undertaken	I RRRRRRR	* For respective area			
Staff Training - schedule and compliance	O/A R R R R R R R	-	NB: The SCO ROCI matrix was designed to pr		

Note: KPI reporting responsibility has been identified by position. Further work is needed around reporting methodology and data capture methods

CONSULTED - Not directly responsible or accountable for task, however consulted with opportunity for input

NB: The SCO ROCI matrix was designed to provide a guide as to the tasks and functions of the SCO role. Variations will occur across the system given factors such as the role, size and function of each Correctional Centre, particularly in smaller Centres where there is a variation in the management and/or rank structure. Adaptations to SCO tasks as described in this matrix should be made by Centre management to meet