Perimeter Security Procedure

Essential Summary

Audience

- Youth Officer
- Duty Manager
- Admissions Officer
- Unit Supervisor (Unit Manager, A/ Unit Manager, Shift Supervisor)
- Centre Manager - the person for the time being in charge of the centre

When to use this procedure

Use this procedure when conducting internal and external perimeter security searches for JJNSW centres.

When using CIMS refer to Support Point (CIMS Online Help) for step by step instructions

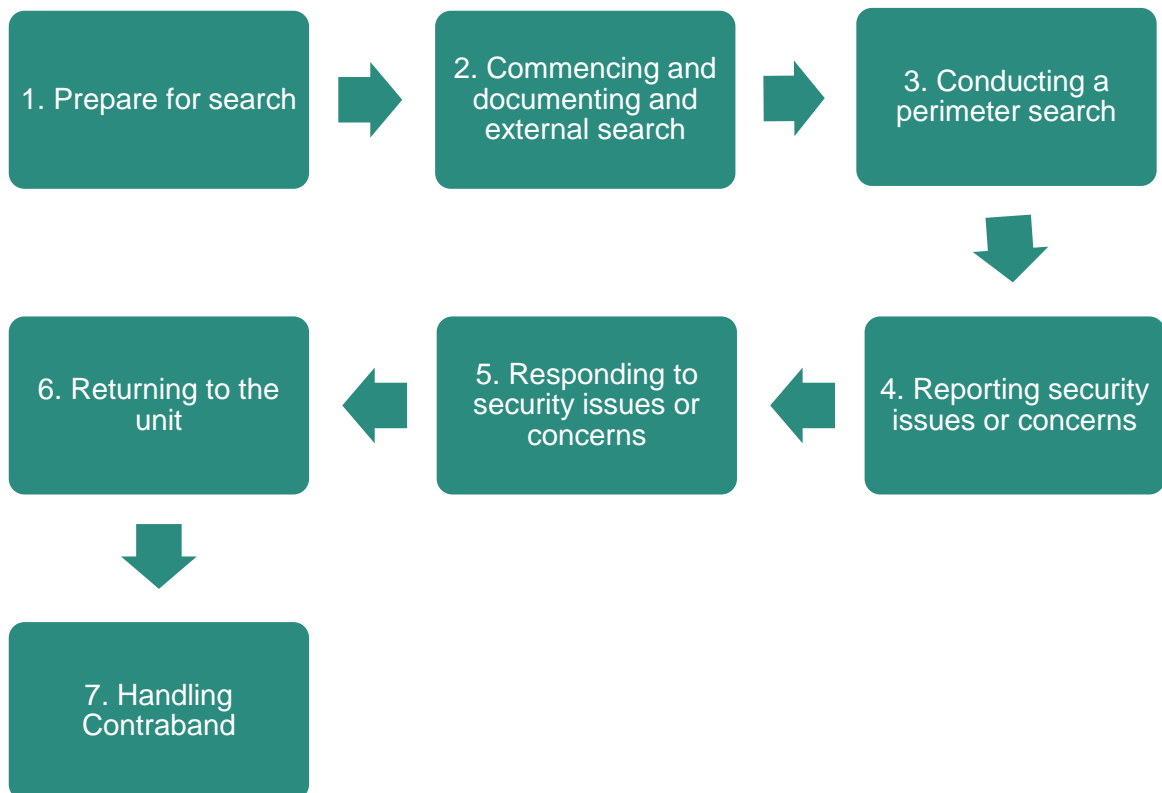| DOCUMENT DETAILS	
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Maintained by:	Operations Unit
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Ensure that this document is the latest version to use	

1   Purpose

The purpose of this procedure is to provide steps for conducting internal and external perimeter security searches in a JJNSW centre.

2   Process Map

Perimeter Security Check Procedure

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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ 1. Prepare for  │ ───▶ │ 2. Commencing   │ ───▶ │ 3. Conducting a │
│    search       │      │   and           │      │   perimeter     │
│                 │      │   documenting   │      │   search        │
│                 │      │   and external  │      │                 │
│                 │      │   search        │      │                 │
└─────────────────┘      └─────────────────┘      └─────────────────┘
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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ 6. Returning to │ ◀─── │ 5. Responding   │ ◀─── │ 4. Reporting    │
│    the unit     │      │   to security   │      │   security      │
│                 │      │   issues or     │      │   issues or     │
│                 │      │   concerns      │      │   concerns      │
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         │
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┌─────────────────┐
│ 7. Handling     │
│   Contraband    │
│                 │
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3 Procedural Steps

Step 1 – Prepare for search
Responsibility: Unit Supervisor
Tasks

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Step 2 – Commencing and documenting an external search
Responsibility: Youth Officer (as the nominated searching employee)
Tasks

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Responsibility: Officer monitoring cameras
Tasks

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Step 3 – Conducting   a perimeter search

Responsibility: Youth Officer (as the nominated searching employee)

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Step 4 – Responding to security issues or concerns

Responsibility: Youth Officer (as the nominated searching employee)

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Step 5 – Responding to issues or concerns

Responsibility: Duty Manager

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▮▮▮▮▮r and follow directions to contact the police with the details of the person/s and /or vehicle.

Step 6 – Returning to unit

Responsibility: Youth Officer (as the nominated searching employee)

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Responsibility: Officer monitoring cameras

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Step 7 – Handling contraband
Responsibility: Unit Supervisor
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4 Supporting Documents:

This procedure is supported by the following documents:

4.1 Policy

- Contraband
- Incident Management Policy: Reporting, Debrief and Review

4.2 Procedure

- *Incident Reporting*
- *Contraband*
- *Exhibits*

4.3 Forms

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5 Document Information

Title:	Perimeter Security Procedure
Business Centre:	Operations Unit
Author:	Project Officer
Approver:	Director, Policy and Practice
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Next Review Date:	██████
File Reference:	██████
Key Words:	Perimeter, check, search, unauthorised, contraband,

6 Document History

Version	Date	Reason for Amendment
0.1	09/01/2018	Updated into new format
0.2	18/02/19	To bring JJNSW operational procedure and policy 'delegations' and 'authorisations' in line with legislative requirements of the Children (Detention Centres) Act 1987 and Children (Detention Centres) Regs 2015.
0.3	19/06/20	Updated to incorporate guidelines and new logo.