

	<h2>Commissioner's Instruction</h2>	No: 2024 / 01
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For the information of all CSNSW staff

Subject: Mandatory training for all custodial officers in Holistic Risk Assessment for escorts conducted in the community

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

INSTRUCTION

Holistic Risk Assessment (HRA) for community escorts means looking at all the information available on the inmate before making a decision on security arrangements, and not simply relying on the inmate's security classification. From 19 February 2024, a HRA will be undertaken whenever an individual inmate is to be escorted into a public area, such as a medical or funeral escort. The aim is to better prepare staff for the escort, and to better protect staff, the inmate and the public.

On-line training in HRA is mandatory for all custodial officers and is available now from 8 January 2024 on Thrive. Custodial officers must complete this training by 19 February 2024. Eligible staff will receive email notification of registration for the course from [REDACTED].

COPP sections 13.7 *Use of force*, 19.1 *General escort procedures*, 19.2 *Movement orders and permits*, and 19.6 *Medical escorts* will have updated versions and in force on 19 February 2024, but as a supplement to the eLearning course and an aid to staff, the draft policies, and forms and annexures can be viewed by following either:

Link: [REDACTED] or Link: [REDACTED] (trial site)

[REDACTED]
Anne Marie Martin
A/Commissioner
January 2024

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]



Commissioner's Instruction

No: 2024 / 02

For the information of all CSNSW staff

Subject: Postponed launch of Holistic Risk Assessment for escorts conducted in the community

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

INSTRUCTION

Commissioner's Instruction 2024/01 *Mandatory training for all custodial officers in Holistic Risk Assessment for escorts conducted in the community* is rescinded and replaced with this Commissioner's Instruction.

The launch date for the introduction of Holistic Risk Assessment (HRA) for escorts conducted in the community has been postponed. The deadline of 19 February 2024 for completing the HRA training on Thrive will be updated into the future.

The policy amendments remain available for perusal on the COPP website here:

[Redacted]

[Redacted]

Leon Taylor
A/Commissioner
9 February 2024

[Redacted]

[Redacted]



Commissioner's Instruction

No: 03/2024

For the information of all CSNSW staff

Subject: Mandatory Training for all CSNSW staff in identifying, preventing and managing sexual harassment in the workplace

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

INSTRUCTION

Sexual harassment is any unwelcome conduct of a sexual nature, that makes a person feel offended, humiliated or intimidated, where a reasonable person would anticipate that reaction in the circumstances. Examples of sexual harassment include sexually suggestive jokes or comments, inappropriate staring, unwelcome sexual advances, unwelcome touching or physical contact, and intrusive questions about a person's private life or physical appearance.

Sexual harassment is unlawful and is not tolerated in our workplaces. Such conduct is prohibited by the *Anti-Discrimination Act 1977* (NSW) and the *Sex Discrimination Act 1984* (Cth). Some forms of sexual harassment, such as sexual touching or assault, stalking and obscene communications, may also be criminal offences under the *Crimes Act 1900* (NSW). In addition, sexual harassment is a risk to the health and safety of workers under the *Work Health and Safety 2011* (NSW). These Acts apply to all NSW public sector employees.

Corrective Services NSW is committed to ensuring safe workplaces that reflect recommendations from the Commonwealth Respect@Work report.

Online training in identifying, preventing and managing sexual harassment in the workplace, is mandatory for all CSNSW staff pursuant to this Instruction. Compliance is also required under SafeWork NSW Improvement Notice No: 7-453114. The training **Identifying, Preventing and Managing Sexual Harassment in the Workplace** is available now through THRIVE and must be completed by every staff member by COB 10 March 2024.

If you find this content challenging to review, please talk with your manager about steps you can take to support you in completing.

We encourage you to get in touch with our EAP provider, Converge International and they can be reached on [REDACTED]. They provide confidential, professional counselling and other services to all CSNSW employees.

The Staff Support, Culture and Wellbeing team can also be contacted [REDACTED] if you need additional support.

[REDACTED]

This training will take less than 1 hour and can be completed on any computer where you can access your THRIVE account. Please discuss with your manager if a time to undertake this training needs to be agreed.

It is intended that this training will provide both legal and practical information to all staff so as to prevent sexual harassment occurring in any CSNSW workplace.



Leon Taylor
A/Commissioner
26 February 2024

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]



Commissioner's Instruction

No: 05/2024

For the information of all CSNSW staff

Subject: Pre-approval of official work-related travel

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

INSTRUCTION

The Corrective Services migration from JSAP and Ellipse to myWorkZone introduces new Travel and Expense functionalities, including position access to make Travel and Expense claims.

Approval of official work-related travel continues to be a mandatory requirement before travel is undertaken. Pre-approval is to be in writing and include completion of a pre-approval travel form or an email (where form completion is impractical) from a manager with delegated authority to approve. Pre-approval is to occur independent of the myWorkZone system and associated travel and expense processes.

- Travel and Expense estimates (including for advances) will need to be referenced and evidence of approval is required prior to travel occurring.
- Claims for expenses (including to offset advances) are to be submitted within 30 days of the travel occurring.

Our Intranet contains Travel and Expense guidelines, including Employee, Manager and Shared Services responsibilities.


Leon Taylor
A/Commissioner
24 July 2024

Contact Officer:
Email address:





Commissioner's Instruction

No: 2024/06

For the information of all CSNSW staff

Subject: Routine and random searches of staff, visitors and inmates

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

INSTRUCTION

Governors and staff of correctional centres are reminded of their obligations under *COPP 17.3 Stop, detain and search visitors and staff*. All visitors and staff will be subject to routine and random searches. A person who refuses to surrender their container, bag or property for the purpose of being searched will not be permitted to enter the correctional centre or complex.

On entry to or exit from a correctional centre, the gatekeeper or gate officer must ensure employees and visitors submit to inspection and search of their personal possessions. Officers conducting the scanning and screening are to remain attentive and vigilant at all times, to ensure no unauthorised items enter the correctional centre.

Section 253J of the *Crimes (Administration of Sentences) Act 1999* authorises a correctional officer to direct any person entering a correctional centre or correctional complex to do any of the following:

- submit to scanning by means of an electronic scanning device
- empty the contents of any bag or other thing, or to open anything the person has in their possession, or in their vehicle
- empty the pockets of the person's clothing
- remove any hat, gloves, coat, jacket, or shoes worn by the person
- in the case of a visitor, make available for inspection and search any item stored in a storage facility allocated to the visitor
- in the case of a member of staff, make available for inspection and search any room or locker that is under the staff members control at the centre or complex.

Section 253N of the *Crimes (Administration of Sentences) Act 1999* states that a person must not, without reasonable excuse –

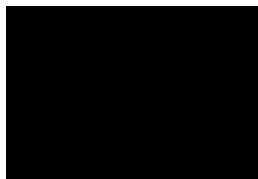
- fail or refuse to comply with a request made, or a direction given by a correctional officer to undertake search
- fail or refuse to produce anything detected or seen on or with the person, or in a vehicle in which the person was present at the time the thing was detected or seen, in a search when requested to do so by a correctional officer
- resist or impede a search of a person or vehicle.

Should a person need to pass the designated search area to leave the correctional centre/complex they will be subject to search procedures on re-entry to the correctional centre/complex.

Each day a random selection of staff, including custodial, non-custodial and Justice Health must submit to a search and inspection of their personal possessions.

Details of searches undertaken must be documented in the *search register* and submitted to the Governor in the *weekly security report*.

The correctional centre Manager of Security or Functional Manager must conduct regular reviews to ensure searches are being undertaken and documented accurately.



Leon Taylor
A/Commissioner
2 August 2024

Contact Officer: [Redacted]

Phone contact: [Redacted]

Email address: [Redacted]