COPP 3.2 Computer Use for Prisoners

Prison

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| PrinciplesAs referenced in the Guiding Principles for Corrections Australia 2018:2.1.8 Restrictions placed on prisoners/offenders are no more than necessary to maintain safety and security and are based on individual assessment of risk.2.3.5 Access to lawyers, legal guardians, consular support and legal resources is provided to all prisoners in a manner consistent with security requirements.5.1.11 Prisoners have access to nationally recognised education programs. Programs are matched to prisoners’ educational level and learning needs, and aligned with vocational training that assists them to gain employment post release. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all public and private prisons administered by or on behalf of the Department of Justice (the Department).

# Policy

The Department of Corrective Services supports the provision of adult custodial education services and recognises their value as a fundamental prison management strategy contributing to meaningful and constructive use of prisoners’ time.

As is noted in Guiding Principles for Corrections Australia 2018:

*“Continued innovation in technology not only assists in maintaining safety and security but also impacts on work practices and efficiencies; improves staff education and training; and ultimately achieves better outcomes for prisoners/offenders through digital communication and learning”.*

The Department also acknowledges that there may be circumstance where a prisoner will need to be able to access documents and information to assist in their legal defence.

This document establishes clear and consistent processes on prisoners’ possession and use of computers and other electronic devices for legal or educational purposes.

Prisoner possession and use of computers or other electronic devices is a privilege based on identified individual needs, security classification, management regime and assigned privileges. Prisoners are responsible for the safekeeping of the property they retain in their possession.

# Staff Departmental (TOMS) Computers

### Departmental (TOMS) computers must be located within secure areas of the prison.

### No prisoner is permitted access to staff departmental (TOMS) computers.

# Computers for Legal Defence Purposes

## Application/use of Corrective Services issued computers

### Under exceptional circumstances, the Deputy Commissioner Adult Male Prisons (DCAMP) or Deputy Commissioner Women and Young People (DCWYP) may allow a prisoner to have in their possession, a specially configured Corrective Services issued computer:

1. for the purpose of aiding their legal defence where sufficient resources do not exist to otherwise permit this
2. to view large quantities of legal documents as provided by an external party (eg prisoner’s lawyer, WA Police Force).

### The use of a Corrective Services issued computer for this purpose is a privilege that may be removed at any time in accordance with [COPP 10.1 – Prisoner Behaviour Management](http://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### The use of the Corrective Services issued computer is limited to the approved prisoner.

### Computers are only permitted in cells that have smoke and RCD devices installed.

### Prison staff are not permitted to loan or give prisoners’ any computer equipment, including software and peripherals without prior approval from the Superintendent.

### Prisoners’ are not permitted to retain computer hardware/software in their possession that is considered to be a threat to the good order and security of the prison.

### Prison staff are not permitted to upgrade, repair, maintain, download software or provide any type of service or assistance to a prisoner’s computer. Any faults or complaints regarding a computer are to be directed to Knowledge Information & Technology (KIT).

### No additional software (including games and videos etc.) is permitted to be installed on any computer. Electronic documents are permitted to be stored on computers provided they adhere to existing rules regarding content.

### Where a prisoner is permitted the use of a computer, details of all computer hardware and software issued to a prisoner shall be recorded on TOMS C220 Property Form with a notation that the item is Departmental property and not to leave the facility and on the [Prisoner Agreement for Use of Departmental Computer](http://justus/intranet/prison-operations/Pages/copp-forms.aspx) form prior to issue.

### At the conclusion of the approved period of use, the computer shall be returned to KIT where the memory shall be erased. Should the computer contain information which the prisoner wishes to retain, it is the prisoner’s responsibility to submit a request to KIT, via the prison, to have the required data downloaded to suitable storage media which shall then be returned to the prisoner and managed in accordance with [COPP 3.1 Managing Prisoner Property.](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)

### Where a prisoner is transferred between prisons, any computer shall be returned to KIT unless arranged and approved otherwise by the DCAMP/DCWYP prior to the prisoner’s transfer.

### If the computer is returned to KIT prior to transfer, the prisoner must resubmit an application for subsequent use.

### Where a prisoner is permitted the use of a computer, whether requested by the prisoner or by an external party on their behalf, all costs associated with the supply, setup and administration of the computer shall be the responsibility of the prisoner.

## Eligibility

### A prisoner may apply to the Superintendent to have a Corrective Services issued computer in their cell, if the prisoner:

1. is a sentenced prisoner who has an active appeal; or
2. is a remand prisoner who is remanded in custody, without bail, awaiting trial; and
3. is representing him/herself in their pending court matters; and
4. is able to provide reason as to why the Prison Education and Legal Library facilities are insufficient for their needs
5. has no outstanding prison charges or loss of privileges
6. has no history of computer misuse while in custody.

## Prisoner initiated computer approval process

### The prisoner is to complete a [Departmental Computer Application](http://justus/intranet/prison-operations/Pages/copp-forms.aspx) and submit it to the Superintendent who will assess the application.

### The Superintendent shall give consideration to the physical layout of a prisoner's cell and any occupational health and safety guidelines when determining an application for permission to have a computer in a cell.

### Once the application has been assessed the Superintendent shall forward the application to the DCAMP/DCWYP for approval.

### If approved by the relevant DC, the request is to be forwarded to KIT who will liaise with the appropriate external party to determine the storage space required for the computer hard drive. An appropriate hard drive will be sent to the external party who will upload all of the required data and return the hard drive together with a list of all documents that have been uploaded.

### KIT will then install the hard drive into the computer which will then be forwarded to the prison along with the list of uploaded documentation.

### The Superintendent shall review the list of uploaded documents to ensure that the uploaded documents do not contain videos or photographs of a sexual or violent nature or documents that may impact the good order and security of the prison.

### Where the Superintendent has identified unsuitable documents, the hard drive shall be returned to the external party, via KIT, with a request for the files to be removed from the hard drive. If the files are still required as part of the prisoners legal defence. They shall be provided separately on a CD-R for the prisoner to view privately along with an updated documents list.

### Once approved, computer equipment ‘in possession’ of the prisoner will remain the responsibility of the prisoner and any costs associated with damage or loss will be charged to the prisoner.

## Non prisoner initiated computer approval process

### Where the request for a computer is initiated by an external party (eg DPP or the prisoners Lawyer) the requesting party is to submit a written request to the DCAMP/DCWYP specifying the reasons for the request.

### Upon approval, the request is to be forwarded to KIT who will liaise with the requesting party to determine the storage space required for the computer hard drive. An appropriate hard drive will them be sent to the requesting party who will upload all of the required data and return the hard drive together with a list of all documents that have been uploaded.

### KIT will advise the requesting party of the acceptable format of files and documents that may be uploaded on to the hard drive.

### KIT will install the hard drive into the computer which will then be forwarded to the prison along with the list of uploaded documentation.

### The Superintendent shall review the list of uploaded documents to ensure that the uploaded documents do not contain videos or photographs of a sexual or violent nature or documents that may impact the good order and security of the prison.

### Where the Superintendent has identified unsuitable documents, the hard drive shall be returned to the external party, via KIT, with a request for the files to be removed from the hard drive. If the files are still required as part of the prisoner’s legal defence, they shall be provided separately on a CD-R for the prisoner to view privately, along with an updated documents list.

## Configuration of Computers

### Corrective Services issued computers made available to prisoners shall be configured by KIT.

### All computers will be configured to limit functionality and restrict access to unauthorised hardware/software and updated periodically by KIT to allow for changes in technology.

## Issue of Computer

### Once configured, Corrective Services issued computers will be delivered to the relevant prison from KIT.

### On delivery, the Security Manager will ensure that all USB ports are checked and that security seals are affixed in place. Details of the computer, including serial number, model and the seal numbers are to be recorded on the prisoners TOMS C220 Property Form by Reception Officer’s.

### The Prisoner will then attend Reception where they will sign for receipt of the computer. They shall also sign a [Prisoner Agreement for Use of Departmental Computer](http://justus/intranet/prison-operations/Pages/copp-forms.aspx) form.

## Restrictions

### Documents provided by external parties shall not contain videos or photographs of a sexual or violent nature. Where this information is required for defence purposes, they shall be supplied separately on a CD-R for the prisoner to view privately.

### Prisoners are not permitted to retain in their possession any software diskettes, CD-ROMS, CD-R, CD-RW or USB devices unless specifically approved by the Superintendent.

### Prisoners are not permitted to:

### copy, loan or swap computer software or peripheral equipment

### encrypt or password protect any data

### transfer data on CDs, CD-R, CD-RW or USB devices between the prison and the community without the authorisation of the DCAMP/DCWYP.

### Computers and peripheral equipment are not to be considered portable items and will remain in the prisoners’ cell or area designated by the Superintendent.

### Any computer hardware, software or peripheral equipment not issued by KIT is not permitted in a prisoner’s possession.

## Loss of privileges

### A prisoner may be subject to a disciplinary charge and/or lose access to the computer in their cell if in the opinion of the Superintendent:

1. the computer activity constitutes a direct threat to, or a breach of, the security of the prison
2. the computer equipment is being misused, corrupted or used for an illegitimate purpose
3. the prisoner misuses, corrupts, or uses without approval, any other computer equipment in the prison
4. the prisoner breaches copyright by having unapproved or pirated software present on the computer’s hard disk
5. the prisoner has allowed unauthorised prisoners to utilise the computer or to view material stored on the computer
6. the computer equipment is used for acts of forgery or fraud
7. the computer equipment contains or is used in the production and/or circulation of illegal or prohibited material (eg of a sexist, racist, pornographic nature)
8. there is inappropriate use of the computer hardware or software
9. the computer operating system, file or application has its access protected by a password
10. there is tampering, alteration or removal of security seals
11. its use or possession has not been approved or granted
12. any other matter arises that in the opinion of the Superintendent constitutes a breach of the agreement.

## Security Checks

### The data content of Corrective Services issued computers and software shall be subject to examination by KIT at any time without notice to ensure the computer is being used for legitimate and lawful purposes. This includes accessing internal parts of the computer and examining all files and folders (including legal documents) in any part of the computer.

### Where it is suspected that contraband may exist inside a computer, the Security Manager shall remove the computer, complete a [Computer Inspection Report](http://justus/intranet/prison-operations/Pages/copp-forms.aspx) and immediately forward the computer and report to KIT for an internal search, a software/hardware analysis and a reseal prior to returning the computer to the prisoner.

### Where contraband is found inside a computer, the prisoner shall loss access to the use of an in cell computer and may be subjected to a disciplinary charge.

### Any associated charges for search and repair costs due to illegal tampering or secreted contraband will be borne by the prisoner.

## Compliance access to computer equipment

### Where a Corrective Services issued computer is taken out of a prisoners’ accommodation area for inspection purposes it will be returned as soon as practicable following completion of checking.

### Unless approval has been granted by the Superintendent no computer operating system, file or application may have its access protected by a password. Where a prisoner protects a file without approval, the use of the computer will be withdrawn.

## Security seals and numbers

### Security seals will be placed on all Corrective Services issued computer equipment in accordance with [COPP 3.1 – Managing Prisoner Property](http://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### Details of the security seal shall be recorded on the Prisoners TOMS C220 Property form.

### Security seals are to be inspection at least once a fortnight to ensure that:

1. security seals are intact
2. security seal numbers align with those recorded in the Prisoners TOMS C220 Property form.

### Where a security seal has been tampered with or the seal number differs from that recorded in the Prisoners’ TOMS C220 Property form, the computer is to be removed from the prisoners’ possession and externally inspected by the Security Manager.

### Where the Security Manager believes that there is a discrepancy with the seal number or that the integrity of the seal has been breached, they shall complete a [Computer Inspection Report](http://justus/intranet/prison-operations/Pages/copp-forms.aspx) and immediately forward the computer and report to KIT for an internal search and software/hardware analysis at the prisoners’ expense. The computer is to be resealed prior to being returning to the prisoner.

### Where the internal search or software/hardware analysis finds a discrepancy, the discrepancy shall be dealt with in accordance with section 4.8.1

# Education Centre Computers

### Prisoners engaged in education and vocational training programs may be granted access to use education centre computers, including approved Offline Personal Devices, for authorised purposes only.

### Prior to using an education centre computer, prisoners shall sign a copy of the [Computer Rules](http://justus/intranet/prison-operations/Pages/copp-forms.aspx). The completed document shall be uploaded to the Department of Justice network and a hard copy retained on the prisoners file.

### Where a prisoner is from a linguistically diverse background or has been diagnosed with a learning disability or any other condition that impacts their ability to read or understand documents. Prison Officers shall ensure that the computer rules are explained to the prisoner before they sign the Computer Rules Form. Further assistance can be sought from the Campus Manager.

### Breaches of any of the computer rules will result in disciplinary action.

### Education Centre computers may not be used for the preparation of legal documents without the express approval of the Superintendent.

### Prisoners may be granted unsupervised timetabled computer use at the discretion of the Campus Manager.

### Prisoners may be granted limited access to the internet for educational or vocational courses as outlined in [COPP - 7.1 Prisoner Communication.](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)

### Where prisoners are required to submit assessments online, retrieve information from the internet or provide proof that they are able to navigate websites and there is no other alternative available, a Prisoner Education Coordinator may use staff departmental computers to undertake such online tasks on behalf of a prisoner, but at no time are prisoners to be permitted direct access unless as outlined in [COPP - 7.1 Prisoner Communication.](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)

# Offline Devices for Educational Purposes

##  Application/use of Corrective Services issued computers or notebooks

### Prisoners who are enrolled in any of the following, may be eligible for approval to use Offline Personal Devices (OPDs) within designated areas of the prison Education Centre for educational purposes only:

1. University of Southern Queensland (USQ) elected units;
2. Curtin University’s UniReady or Indigenous Tertiary Enabling Course
3. Tertiary units of study approved by the Tertiary Studies Assessment Committee (TSAC); or
4. Nationally accredited units of study within an approved qualification and approved by EETS.

### Prior to issuing a USQ notebook or Curtin University laptop, prisoners shall sign an Offline Personal Device Contract and complete a C63 form to the value of the device. The C63 form shall be held for the period of the loan of the device.

### OPDs will remain in the Education Centre at all times, except where the TSAC Chairperson, Campus Manager and local Security Manager have approved after-hours use of the device within a prisoner’s cell.

### Approved in-cell access to OPDs shall be recorded on TOMS Notes and also recorded on the [Tracking and Security Register](http://justus/communities/randr/Employment-education/_layouts/15/xlviewer.aspx?id=/communities/randr/Employment-education/Policy%20and%20Guideline%20Documents/9c%20IT%20Procedure%20-%20Appendix%203%20-%20OPD%20Tracking%20Sheet.xlsx&Source=http%3A%2F%2Fjustus%2Fcommunities%2Frandr%2FEmployment%2Deducation%2FPages%2FEVTU%2DPolicies%2DProcedures%2DGuidelines%2DIndex%2Easpx).

### Approved in-cell access to OPDs includes in-cell use of the charging equipment/power cable unless otherwise prohibited by the Superintendent.

### Where chargers are not permitted in-cell, students must leave OPDs that require charging with Campus Managers. Charging of devices should take place overnight and the prisoner should collect the device the following day.

### It is the responsibility of the Campus Manager to ensure that the [Tracking and Security Register](http://justus/communities/randr/Employment-education/_layouts/15/xlviewer.aspx?id=/communities/randr/Employment-education/Policy%20and%20Guideline%20Documents/9c%20IT%20Procedure%20-%20Appendix%203%20-%20OPD%20Tracking%20Sheet.xlsx&Source=http%3A%2F%2Fjustus%2Fcommunities%2Frandr%2FEmployment%2Deducation%2FPages%2FEVTU%2DPolicies%2DProcedures%2DGuidelines%2DIndex%2Easpx) is updated:

1. Every time a device is issued or returned
2. When a device is returned for charging, at which time it is the responsibility of the Campus Manager to ensure that a full inspection of the device is undertaken
3. Upon completion of a full inspection which is to occur at least once a fortnight (especially where in cell charging equipment is permitted)
4. When the device is returned upon transfer, discharge or completion of approved study.

### Where the Campus Manager considers that a device has been misused, tampered with or intentionally damaged, the device is to be confiscated and the matter reported to Employment, Education and Transitional Services (EETS) Information Systems Officer or Technical Support Officer and the prison Security Manager.

### The OPD shall be examined by EETS Information Systems Officer and/or prison Security Manager.

### Where an OPD is subsequently found to have been wilfully damaged, the Offline Personal Device Contract will be terminated, approval for use withdrawn and the cost of repairs, other than for reasonable wear and tear, will be deducted from the prisoner’s trust account.

### Further approvals or contracts may not be granted to the prisoner.

## Prisoner Responsibilities

### OPDs may only be used by prisoner enrolled in approved tertiary courses and units of study.

### Where the use of chargers are not permitted in-cel,l prisoners must return their device to the Education Centre for charging and/or upon request for security checks.

### Damage to devices may result in the cost of repairs being deducted from the prisoner’s trust account.

### If a prisoner is to be transferred or released, the OPD must be returned to the Campus Manager.

### Following transfer, the prisoner must seek approval, from the receiving prison’s Campus Manager, to be re-issued with an OPD for use at that site.

# E-Readers

## Prisoner Eligibility

### E-readers are provided by EETS for the storage of learner guides and reading material relevant to a range of self-paced learning (SPL) courses.

### Prisoner enrolled in approved SPL courses, completing either external studies or any education program supported by EETS may be eligible and approved to use E-readers.

## Issue of an E-reader

### Prior to the issue of an E-reader, a C63 form to the value of the E-reader will be completed and held for the period of the loan of the E-reader and disposed of upon return of the intact device.

### When an E-reader is issued to a prisoner, the prisoners’ photo shall be taken and loaded on to the E-reader to identify ownership.

### Upon the issue or return of an E-reader, the [E-reader Tracking Sheet](http://justus/communities/randr/Employment-education/_layouts/15/xlviewer.aspx?id=/communities/randr/Employment-education/Policy%20and%20Guideline%20Documents/9e%20IT%20Procedure%20-%20Appendix%205%20-%20E-Reader%20Tracking.xlsx&Source=http%3A%2F%2Fjustus%2Fcommunities%2Frandr%2FEmployment%2Deducation%2FPages%2FEVTU%2DPolicies%2DProcedures%2DGuidelines%2DIndex%2Easpx) must be completed.

### Under no circumstances are chargers to be given to prisoner students.

## E-reader Device Management

### Charging cables are not permitted to be used by prisoners. USB charging cables must be stored in a secure location and used only by staff for charging devices in the Education Centre.

### All ports are to be sealed by EETS with epoxy araldite.

### Upon return to the Education Centre for charging, Campus Managers must carry out a full examination of the E-reader. Details of the inspection and condition of the device shall be recorded on the [E-reader Tracking Sheet](http://justus/communities/randr/Employment-education/_layouts/15/xlviewer.aspx?id=/communities/randr/Employment-education/Policy%20and%20Guideline%20Documents/9e%20IT%20Procedure%20-%20Appendix%205%20-%20E-Reader%20Tracking.xlsx&Source=http%3A%2F%2Fjustus%2Fcommunities%2Frandr%2FEmployment%2Deducation%2FPages%2FEVTU%2DPolicies%2DProcedures%2DGuidelines%2DIndex%2Easpx).

### Where the Campus Manager considers that an E-reader has been tampered with or intentionally damaged, the device is to be confiscated for further examination by EETS Information Systems Officer, Technical Support Officer or prison Security Manager.

### Where a device has been misused, it will be confiscated and in accordance with EETS [Computer Rules](http://justus/intranet/prison-operations/Pages/copp-forms.aspx) the prisoner will face disciplinary action.

### Where a device is deemed to have been wilfully damaged, the prisoner to whom the E-reader was loaned will reimburse the cost of the device

# Annexures

## Related COPPs and documents

**Related COPPs**

* [COPP 3.1 – Managing Prisoner Property](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 7.1 – Prisoner Communication](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 10.1 – Prisoner Behaviour Management](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)

## Definitions and Acronyms

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| **Term** | **Definition**  |
| Campus Manager | Principal Education Officer (or delegate) within a prison’s Education Centre |
| Commissioner’s Operating Policy and Procedures (COPPs) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Computer | In relation to this procedures document, a computer shall mean “a specifically configured computer provided, at the Department’s expense, for a set period as stipulated in the usage agreement”. |
| Consumable Items  | Items liable to be completely used or consumed in less than 12 months. The definition of consumable items includes music compact disc (CDs or CD-ROMs) and audio tapes but does not include videotapes or other electronic media such as computer games or DVDs, or CD-R or CD-RW. |
| Deputy Commissioner Adult Male Prisons (DCAMP) | The position designated by the Commissioner as responsible for the management of the Operational Support Directorate within the Corrective Services Division of the Department of Justice. |
| Deputy Commissioner Women and Young People (DCWYP) | The position designated by the Commissioner as responsible for the management of the Women and Young People Directorate within the Corrective Services Division of the Department of Justice. |
| Director of Public Prosecutions (DPP) | An independent statutory officer appointed under the Director of Public Prosecutions Act 1990 ("the Act") to institute, conduct and supervise prosecutions and related proceedings |
| E-reader | A handheld device on which electronic versions of books, newspapers, magazines, etc can be read |

| Term | Definition |
| --- | --- |
| Education Employment and Transitional Services (EETS) | Responsible for the provision of education and vocational training service for adult prisoners. |
| External Studies  | Studies undertaken by prisoners enrolled in approved University, TAFE or other Registered Training Organisation courses  |
| Guiding Principles for Corrections in Australia, 2018  | The guidelines and the accompanying principles constitute outcomes or goals to be achieved, rather than a set of absolute standards or laws to be enforced. They represent a statement of intent that each Australian State and Territory can use to develop their own range of relevant legislative policy and performance standards to reflect best practice and community demands. |
| Knowledge Information and Technology (KIT) | Responsible for the management of the Department’s Knowledge and Information Technology systems and assets |
| Offline Personal Device | A portable computer (notebook or laptop) that has been configured to prevent online internet access. |
| Peripheral Equipment | Any external device that provides input and output for the computer |
| Prison Education Coordinator (PEC) | Education Officer within a prison Education Centre; reports to Campus Manager |
| Remand Prisoner | All prisoners as defined in r 55 *Prisons Regulations 1982*. |
| Residual Current Device (RCD) |  A sensitive safety device that switches off electricity automatically if there is a fault. |
| Self-paced Learning (SPL) | A learning method in which the learner is able to control the amount of material they consume as well as the duration of time they need to learn the new information  |
| Sentenced Prisoner | All prisoners serving a term of imprisonment imposed by a court. |
| Superintendent (Prison) | The Superintendent as defined in section 36 of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)and includes any reference to the position responsible for the management of a private prison under Part IIIA of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html). Does not extend to the Officer in Charge of a prison. |
| Tertiary Studies Assessment Committee (TSAC) | A committee that is responsible for assessing prisoners applications to undertake undergraduate and postgraduate tertiary studies and higher level vocational education and training (VET) qualifications externally. |
| Total Offender Management Solution (TOMS) | An electronic database used by the Department of Corrective Services to record and manage comprehensive information relating to prisoners and detainees. |
| Unit Manager | A Custodial Officer substantive to this rank or Custodial Officer acting in the capacity of Unit Manager, appointed by the Chief Executive Officer with reference to s11 of the *Young Offenders Act 1994*.The Senior Officer managing the unit in which the prisoner is located. |
| University of Southern Queensland (USQ) | A medium-sized, regional university based in Toowoomba, Queensland that provides a range of educational courses to prisoners. |

## Related legislation

* *Prisons Act 1981*
* *Prisons Regulations 1982*

# Assurance

It is expected that:

* Prisons will undertake local compliance in accordance with the Compliance Manual.
* The relevant Deputy Commissioner will ensure that management oversight occurs as required.
* Monitoring and Compliance Branch will undertake checks in accordance with the Compliance Framework.
* Independent oversight will be undertaken as required.

Document version history

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| Version no | Primary author(s) | Description of version | Date completed | Effective date |
| 0.1 | Operational Policy | Initial draft for review | 24 February 2021 | N/A |
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| 0.9 | Operational Policy | For approval by Director Operational Projects, Policy, Compliance and Contracts | 7 April 2021 | N/A |
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