COPP 11.6 Vehicle Management

Prison

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| Principles As referenced in the[Guiding Principles for Corrections in Australia, 2018](http://justus/intranet/department/standards/Pages/ops-standards.aspx):  3.2.1 Comprehensive strategies, systems and procedures to detect, deter and prevent incidents that impact on the safety or security of correctional services, staff, the community or prisoners/offenders are developed and implemented.  3.2.3 Dynamic security practices support and optimise prisoner safety and the good order and management of the prison  3.2.6 Local procedures are appropriate for the operating environment. |

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# Scope

This Commissioners Operating Policy and Procedure (COPP) applies to all prisons with regard to the control and security of vehicles entering and exiting prisons. This includes the access and use of vehicles by prisoners in specified circumstances.

It also applies to the management of Western Australia (WA) State Government fleet vehicles by public prisons.

# Policy

The use of any vehicle or mobile machinery entering and exiting a prison is a risk to prison security and the safety of staff and prisoners, but necessary for prison operations. Authorised vehicle access to prisons shall be for specified purposes and localised to each prison, dependent on the prison’s security level.

In all cases, the use of any vehicle or mobile machinery on a road, accessible to the public, including gazetted boundaries of the prison site shall be compliant with road traffic laws[[1]](#footnote-1).

All prisons shall have in place a Traffic Management Plan for the safe movement of vehicles and mobile machinery, to minimise the risk of injury to pedestrians and persons operating vehicles or mobile machinery.

All prisons shall have in place vehicle management procedures to maintain the operational readiness of all prison vehicles and mobile machinery necessary for prison operations.

# Standing Orders

### Superintendents may make and issue a written Standing Order, aligned with this COPP. The Standing Order shall set out, at the local level, the operational vehicle management procedures to include:

1. identified staff responsibilities for the management and authorised access of prison vehicles
2. control and security of authorised prison vehicles stored inside the secure perimeter
3. access and control of all vehicles entering and exiting a prison
4. types of vehicles not to enter or exit the prison during general unlock
5. vehicle security, including parking of vehicles and storage of vehicle keys
6. identification of all roads within the respective prison site that can be defined as a ‘public road’
7. maintenance and inspection of prison vehicles
8. recording and maintenance of vehicle log books
9. control and security of non-prison vehicles
10. use of firefighting vehicles, where applicable
11. control and management of farm vehicles, where applicable
12. prisoner use of vehicles and mobile machinery, where applicable.
13. management and storage of any related records.

# General Requirements

### Staff are responsible for the care and control of the vehicle they are operating.

### The use of all prison vehicles managed by the Department in public prisons shall be in accordance with the [WA Government Fleet Policy and Guidelines](https://www.wa.gov.au/government/publications/wa-government-fleet-policy-and-guidelines).

### The following general requirements for all prisons shall be adhered to:

1. all authorised drivers must hold a relevant and valid licence for the vehicle they are operating
2. vehicles used within the prison are only operated by approved staff in accordance with the prison’s Standing Order
3. all prison vehicles are regularly maintained and prepared for travel by the staff member designated responsibility
4. all vehicles entering a prison shall proceed and be operated in accordance with this COPP and the prison’s Standing Order
5. prison farm staff are responsible for the farm vehicles under their control
6. any vehicle or piece of mobile machinery (eg tractor, forklift, quad bike) must be appropriately licensed and/or registered before being used on a public road
7. staff responsible for those prisoners permitted to operate a vehicle or mobile machinery shall ensure their understanding of all procedures and responsibilities for the vehicle or mobile machinery.

# Vehicle Control, including the Sally Port

## Dash cameras or similar vehicle mounted cameras

### Where a vehicle has a recording device, for example, a dash camera or other vehicle mounted camera the Senior Officer (SO) Gatehouse shall:

1. inform the vehicle driver the camera is not to be switched on and/or recording on prison grounds
2. request the vehicle driver to remove or cover the camera.

### Emergency vehicles, contracted prisoner escort vehicle or Department owned vehicles shall be exempt to the requirements of [5.1](#_Dash_cameras_or).

### The SO Gatehouse shall record in the occurrence book where a vehicle enters the prison with a dash cam or vehicle mounted camera.

### Where a dash camera or vehicle camera is lost on prison grounds the Prison Officer receiving notification shall report to security and report the incident in accordance with [COPP 13.1 – Incident notifications, reporting and communications](http://justus/intranet/prison-operations/Pages/prison-copps.aspx).

## Prison entry and exit

### The SO Gatehouse shall ensure:

1. entry for vehicles into the prison are pre-arranged and have the appropriate security approval (procedures and approvals may vary in specified circumstances for emergency services and the Special Operations Group (SOG) vehicle entry)
2. the identity of all occupants of the vehicle are checked/confirmed
3. vehicles entering and leaving the prison are searched in accordance with [COPP 11.2 – Searching](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
4. prohibited items, unless approved by the Superintendent, are removed from the vehicle before entering the prison or the vehicle is denied entry.

### The SO Gatehouse shall ensure emergency services and SOG vehicles responding to an emergency, have priority access to the prison. The security and control of these vehicles shall comply with the prison’s Emergency Management Plan, inclusive of search requirements and the recording of vehicle and personnel details.

### Gatehouse Officers shall ensure only one sally-port gate is open at a time unless approved by the Security Manager/Officer in Charge (OIC).

### The SO Gatehouse shall ensure vehicle movements into the prison are recorded in the Gatehouse occurrence book.

# Non-prison Vehicles

### Except for use in prisoner movements, non-prison vehicles can only be brought into the secure perimeter when the contents of the vehicle cannot be feasibly, safely or securely conveyed by other means, or when required equipment is permanently fixed to the vehicle.

### Where non-prison vehicles are authorised to enter the secure perimeter:

### doors must be locked and windows up

### vehicle movement shall be restricted to times when prisoners are locked down, if practicable

### vehicles must be under the constant supervision of the escorting Prison Officer(s) at all times, where applicable

### parked vehicles must be locked and immobilised by an approved immobiliser [[2]](#footnote-2) and vehicle keys managed by the escorting Prison Officer, where applicable.

# Prison Vehicles

## Maintenance of vehicles

### Prison vehicles shall be stored outside the secure perimeter (where one exists) when not in use. Security and control procedures shall be in place for any vehicle stored inside the secure perimeter, as authorised by the Superintendent, because of its necessary operational function (eg response/recovery vehicles).

### When not in use, the vehicle operator must secure the vehicle keys to their key chain.

### The location of prison vehicles and keys within a prison must be known by prison staff and where practical, keys stored in the Gatehouse/Reception area.

### All vehicles are required to be checked prior to the commencement of any journey, by way of a visual inspection of the vehicle exterior, interior, gauges and warning lights to ensure general safety and roadworthiness of the vehicle.

### At the completion of a journey, staff are responsible to ensure vehicles have a minimum of 50% fuel remaining.

### Prisoner transport vehicles with a secure POD shall be checked daily to ensure operational readiness of the vehicle in accordance with the Department’s [Minimum Standards for Secure Escort Vehicles](http://justus/intranet/contracts-purchasing/Documents/vehicle-standards-prisoner-escort.docx?web=1).

### In the event of a prison vehicle breakdown during a journey, all efforts shall be made to contact the OIC by radio or phone as soon as possible; the Superintendent shall authorise the necessary repairs.

### In the event of an accident in a prison vehicle, where practicable in the circumstances, staff shall:

1. adhere to all road traffic laws[[3]](#footnote-3)
2. contact the OIC as soon as possible
3. if the vehicle is immobilised, remove any prison equipment (eg 2 way radio) before the vehicle is transported for repair
4. complete all relevant accident/incident reporting in accordance with Departmental vehicle management requirements.

## Prisoner use of vehicles (prison farms and work camps)

### Prisoners must be authorised by the Security Manager and Assistant Superintendent Operations before being permitted to operate a licensed/registered prison vehicle.

### Prior to a prisoner being authorised to drive a licensed/registered prison vehicle it shall be confirmed that they:

1. hold a valid and current driver’s licence, where the vehicle is expected to travel on a ‘public road’
2. have had appropriate training/induction and have access to the Traffic Management Plan procedures for that prison
3. have had appropriate training or have the necessary certification (to be assessed and logged) to driving the relevant vehicle and had their [C002 Prisoner Safety Induction & Training form](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) on the Total Offender Management Solution (TOMS) endorsed accordingly.

## Prisoners operating mobile machinery

### Prisoners shall hold the relevant licence or ‘ticket’ before authorised to operate mobile machinery.

### Prisoners are to receive training in the use of the mobile machinery they are authorised to operate, to a level and standard that ensures its safe operation. This shall include:

1. relevant [Safe Operating Procedures](http://justus/intranet/human-resources/safety-health/Pages/sop.aspx)
2. Occupational Safety and Health requirements.

### It is mandatory that all ‘authorised’ prisoners, have their individual [C002 Prisoner Safety & Training Form](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) on TOMS endorsed accordingly.

### Before giving permission to a prisoner to operate any vehicle or mobile machinery, obtain confirmation they are not on any medication that may impair their ability to operate any such vehicle[[4]](#footnote-4) or mobile machinery.

# Annexures

## Related COPPs and documents

**Related COPPs**

* [COPP 11.2 – Searching](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 13.1 – Incident notifications, reporting and communications](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)

**Related Documents**

* [Minimum Standards for Secure Escort Vehicles (updated July 2015)](http://justus/intranet/contracts-purchasing/Documents/vehicle-standards-prisoner-escort.docx?web=1)
* [Safe Operating Procedures](http://justus/intranet/human-resources/safety-health/Pages/sop.aspx)
* [WA Government Fleet Policy and Guidelines (Effective 8 September 2017)](https://www.wa.gov.au/government/publications/wa-government-fleet-policy-and-guidelines)

## Definitions and acronyms

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| Term | Definition |
| Commissioner’s Operating Policy and Procedures (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Department | Department of Justice (Corrective Services) |
| 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. |
| Non-Prison Vehicle | All vehicles not under management of prisons, requiring entry to a prison for a specified purpose (eg emergency services vehicles, contractor vehicles). |
| Officer | A person appointed or deemed to have been appointed for the purposes of the [*Prisons Act 1981*](#_top) under, or as referred to in, Section 6 or Section 13. Also includes any contract worker authorised by the Commissioner under Section15I (1) (b)[*Prisons Act 1981*](#_top) to perform the functions of a prison officer. |
| Officer in Charge (OIC) | An officer designated as having the charge and superintendence of a prison in the absence of the Superintendent. |
| Prison Vehicle | All vehicles managed and operated by public or private prisons. |
| Public Road | Any road, street, etc. that is open to, or can be accessed by, the public in accordance with the [*Road Traffic Act 1974*](#_top). This applies to any road used by the public, even if within the gazetted boundaries of the prison site. |
| Senior Officer (SO) | A prison officer under s. 13 of the [*Prisons Act 1981*](#_top) and a person appointed or deemed to have been appointed under s 6 [*Prisons Act 1981*](#_top) to an office designated by rules for the purposes only of this definition, who has successfully completed the Department’s Prison Officer Entry Level Training Program (ELTP) and Senior Officer promotional process. |
| Special Operations Group (SOG) | Provides specialist emergency response and security support services for all correctional facilities within the State. |
| Staff | Any person in the paid or unpaid employment of the Department of Justice, Corrective Services, including contractors, subcontractors and volunteers. |
| Superintendent | The Superintendent as defined in s. 36 [*Prisons Act 1981*](#_top) includes any reference to the position responsible for the management of a private prison under Part IIIA [*Prisons Act 1981*](#_top). |
| Total Offender Management Solution (TOMS) | An electronic database used by the Department of Justice to record and manage comprehensive information relating to prisoners and detainees. |
| Vehicle | A vehicle propelled by any means, other than animal or human power, and includes an aircraft and a vessel, but does not include a vehicle used on a railway. This includes but not limited to a car, van, truck or utility, including escort vehicles. |
| WA | Western Australia |

## Related legislation

* *Prisons Act 1981*
* [*Road Traffic Act 1974*](#_top)
* [Road Traffic (Vehicles) Regulations 2014](#_top)

# Assurance

It is expected that:

* Prisons will undertake local compliance in accordance with the [Compliance Manual](http://justus/intranet/department/standards/Pages/monitoring.aspx).
* The relevant Deputy Commissioner will undertake management oversight as required.
* Operational Compliance Branch will undertake checks in accordance with the [Operational Compliance Framework](http://justus/intranet/department/standards/Documents/monitoring-compliance-framework.docx).
* Independent oversight will be undertaken as required.

# Document Information

## 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 | 19 Feb 2019 | N/A |
| 0.2 | Operational Policy | Updated following consultation | 02 May 2019 | N/A |
| 0.3 | Operational Policy | Updated following review by Superintendents | 27 June 2019 | N/A |
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| 0.8 | Operational Policy | Updated following consultation | 1 September 2020 | N/A |
| 2.0 | Operational Policy | Approved by the Director Operational Policy, Compliance and Contracts | 1 September 2020 | 28 September 2020 |
| 3.0 | Operational Policy | Scheduled Review | 28 June 2022 | 6 July 2022 |

1. *Road Traffic Act 1974* [↑](#footnote-ref-1)
2. r. 388 Road Traffic (Vehicles) Regulations 2014 [↑](#footnote-ref-2)
3. s*. 54Road Traffic Act 1974* [↑](#footnote-ref-3)
4. r. 64(1) Road Traffic (Vehicles) Regulations 2014 [↑](#footnote-ref-4)