Prison Rule 1 –

Designation of Officers as Prison Officers

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|  | Rule made by the Chief Executive Officer pursuant to section 35 of the *Prisons Act 1981* |  |
|  |  | 23 October 2019 |
|  | Adam Tomison**Director General** | Signature |  | Date |  |
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|  | Rule approved by the Minister for Corrective Services pursuant to section 35 of the *Prisons Act 1981* |  |
|  |  | 27 December 2019 |
|  | Hon. Francis Logan MLA**Minister for Corrective Services** | Signature |  | Date |  |

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| **Version 1.0 approved** | 25 November 2015 |
| **Current version** | 2.0 |
| **Current version approved** | 27 December 2019 |
| **Current version effective** | 16 April 2020 |
| **Document reference** | AD2019/137092 |

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# Purpose

### To establish rules for the designation of officers as prison officers.

# Scope

### This Rule applies to all prisons.

### This Rule applies to all persons employed by the Department of Justice (the Department), and to all contract workers authorised by the Chief Executive Officer in accordance with s 15I (1) *Prisons Act 1981* to perform a function.

# Designation of officers

### For the purposes of s 3 of the *Prisons Act 1981,* persons appointed or deemed to have been appointed under section 6 to the offices listed in [Schedule 1](#SCHEDULE1) are designated as and deemed to be prison officers.

# Relevant instruments and other documents

## Legislation

### *Prisons Act 1981*

# Schedule

### [Schedule 1 – Officers designated as prison officers](#SCHEDULE1)

# Schedule 1 – Officers designated as prison officers

## Designation of officers

### In accordance with Prison Rule 1 – Designation of Officers as Prison Officers, this Schedule lists those persons appointed or deemed to be appointed under section 6 of the *Prisons Act 1981* as prison officers.

### This Schedule applies to any officer in any position listed herein, whether undertaking the duties of such a position on a full time, part time, casual, or acting basis.

### An occupant of any position designated as a prison officer in accordance with this Schedule shall comply with the requirements of the [Prison Induction – Designated prison officer program](https://ourplace/intranet/prison-operations/ACRPrisonOrders/rule-401-po-induction-program.pdf), as may be varied from time to time. Additional training requirements may be identified on an individual basis. Compliance with the requirements of the Prison Induction – Designated prison officer program does not affect any requirement to complete Corporate Induction.

## Positions with custodial functions

### An occupant of any position with custodial functions, as listed below, by their inclusion in this instrument, has any power or may undertake any duty of a prison officer, as permitted by the *Prisons Act 1981* and *Prisons Regulations 1982.*

### An occupant of any position with custodial functions shall ensure that they are fully conversant and compliant with the *Prisons Act 1981*, *Prisons Regulations 1982,* and any other rules, policies, instructions, orders, or procedures applicable to their duties.

### An occupant of any position with custodial functions should only undertake tasks for which they have completed training.

# Positions with custodial functions

## Prison based staff

* Superintendent
* Deputy Superintendent
* Prison Officer
* Senior Officer
* Principal Officer
* Assistant Senior Officer

## Non-prison based staff

* Director, Integrity and Accountability
* Assistant Director, Integrity and Accountability
* Principal Investigator, Integrity and Accountability
* Senior Investigator, Integrity and Accountability
* Senior Investigative Analyst, Integrity and Accountability
* Investigator, Integrity and Accountability

Document version history

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| Version no | Primary author(s) | Description of version | Date completed |
| 1.0 | Operating Standards and Procedures | Approved by the Commissioner and Minister | 25 November 2015 |
| 1.1 | Operating Standards and Procedures | Schedule 1 amended in accordance with the new Department of Justice organisational structure | 9 September 2019 |
| 1.2 | Operating Standards and Procedures | Amended to include Professional Standards positions | 17 October 2019 |
| 2.0 | Operating Standards and Procedures | Amendments to Schedule 1 approved by the Minister | 27 December 2019 |