

Custodial Operations Policy and Procedures

21.2 Staff rotation

Policy summary

Exposure to different roles and activities broadens the skill set of custodial staff and assists with professional development. Staff rotation also maintains motivation by creating new challenges and testing adaptability.

The purpose of this policy is to ensure:

- transparency and accountability with regard to staff rotations within the correctional centre
- fair and equitable access to professional development.

Management of Public Correctional Centres Service Specifications

Service specification	Professionalism and accountability
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW), and all CSNSW employees.

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1 Staff rotation

1.1 Policy

Governors of correctional centres must implement a system for the rotation of a minimum of 20 per cent of custodial staff every six months. This will ensure that custodial staff do not work for more than two and a half years in any one area of a correctional centre. These rotations are to commence the first roster period in May and November each year.

Staff in the critical security posts of Gate, Reception, Control Room and Immediate Action Team (IAT) may keep those posts for a period two years, during which they will be exempt from the six-monthly rotation. It is anticipated that Functional Managers (FM) will remain in their allocated functional stream for a period of 2 years. This period may be shorter or longer as determined by the Governor for operational reasons.

All staff rotated into a new work area must be provided with the necessary training to perform the duties required. The rotation of staff into specialised areas such as the IAT and Intelligence Officer must be considered in line with the training and security clearances required in these roles.

2 Approval of the rotation plan

2.1 Policy

The Rotation Plan is developed by the Correctional Centre Management Team (**Refer to COPP section 21.9 Governance structures**), plus one elected representative of the Prison Officer's Vocational Board (POVB). The Governor must approve any Rotation Plan prior to staff being informed of changes to their assigned posts.

Staff may submit any concerns in writing regarding their new placement to the Governor who will review the concerns and make a final decision.

A copy of the approved Rotation Plan must be sent to the scheduling clerk at the correctional centre who will adjust the locked post file in the roster system to ensure the changes are implemented.

The Governor is required to provide a report detailing the rotational changes to the relevant Director, Custodial Operations in May and November each year. The Director will then send it to the Assistant Commissioner Custodial Corrections (ACCC).

The rotation process at each centre will be subject to periodical reviews by the Operations Performance Review Branch (OPRB).

3 Development of rotation plans

3.1 Policy

The Rotation Plan is to identify:

- the date the rotation will occur
- the name of the officers to be rotated
- the location each officer is to be moved to and from.

Rotation Plans must take into consideration any previous areas, posts or locations a custodial officer has worked in and any preferences they have submitted. Consideration is also to be given to the balance of new and experienced staff being rotated within an area.

Prior to March and September, all custodial staff are required to submit an Expression of Interest (EOI) regarding their preferences (up to three) for rotation. This EOI should be forwarded to the Governor or MOS in charge of a correctional centre, who will table them at the next Correctional Centre Management Team (CCMT) Meeting (**Refer to COPP section 21.9 Governance structures**).

Each Rotation Plan must be saved to a designated Electronic Document and Records Management System (EDRMS) container.

3.2 Procedure

	Procedure	Responsibility
1.	Request custodial staff to submit an EOI advising of their interest to work in a particular area prior to 31 March and 30 September each year.	MOS/Governor
2.	Schedule the Rotation Plan on the Agenda. CCMT Meeting for meeting closest to first week of April and October each year.	MOS/Governor
3.	Table EOI submitted by staff at the CCMT Meeting.	MOS/Governor
4.	Develop Rotation Plan with consideration given to any previous areas, posts or locations a custodial officer has worked and any preferences they have submitted.	CCMT
5.	Approve Rotation Plan.	Governor
6.	Inform staff of any changes to their positions or duties.	Governor
7.	Submit any concerns regarding new placement to the Governor.	Custodial staff
8.	Review any concerns and take appropriate action.	Governor
9.	Save each Rotation Plan into a designated EDRMS container.	MOS/Governor
10.	Send copy of approved Rotation Plan to Roster Support Unit.	MOS/Governor

	Procedure	Responsibility
11.	Adjust roster system to support approved Rotation Plan commencing the first roster period in May and November each year.	Roster Support Unit
12.	Develop report detailing rotational changes and forward to relevant Director, Custodial Operations.	Governor

4 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

5 Definitions

ACCC	Assistant Commissioner Custodial Corrections
CCMT	Correctional Centre Management Team
COPP	Custodial Operations Policy and Procedures
COVB	Commissioned Officers Vocational Branch
CSNSW	Corrective Services NSW
EDRMS	Electronic Document Records Management System
EOI	Expression of Interest
FM	Functional Manager
IAT	Immediate Action Team
MOS	Manager of Security
OPRB	Operations Performance Review Branch
OSU	Operations Scheduling Unit
POVB	Prison Officers Vocational Branch

6 Document information

Business centre:	Custodial Operations	
Approver:	Kevin Corcoran	
Date of effect:	16 December 2017	
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Version	Date	Reason for amendment
1.0		Initial publication (<i>Replaces section 12.7 of the superseded Operations Procedures Manual</i>)
1.1	12/03/20	General formatting update and improvements
1.2	13/10/21	Amendment to 2.1 <i>Policy</i> to include POVB representative in Rotation Plan development