

## SCHEDULE

Article 3

- 1.** General gate duties; in particular
  - the operation of electronic and manual gates, portals, x-ray and metal detector equipment;
  - the routine searching of visitors and staff;
  - carrying out random or targeted searching of any person, acting upon the instruction and supervision of a prisoner custody officer or the director.
- 2.** Control of visitors; in particular
  - checking in visitors (including identification of visitors and use of identification equipment);
  - receiving and searching visitors and property;
  - supervision of storage of visitors' property in lockers;
  - the staffing of any external visitor centre;
  - control and escort of contractors and vehicles (including, where appropriate, searching);
  - carrying out random or targeted searching of any person, acting upon the instruction and supervision of a prisoner custody officer or the director.
- 3.** Communications room or control room duties; in particular
  - monitoring CCTV equipment;
  - monitoring computerised security systems;
  - operating any internal radio communications system.
- 4.** Carrying out patrols of the prison perimeter and grounds; in particular
  - assisting at fixed posts and at internal gates
  - supervision of alarm bell points at prisoner movement times.
- 5.** Carrying out night patrol duties.
- 6.** Searching duties:
  - searching of buildings and other areas of the prison;
  - searching of prisoner property, in particular X-ray searching of property, but not including prisoner accommodation or prisoner's property contained in a cell.
- 7.** Supervising select prisoner work parties; in particular work parties carrying out duties in stores, the mess and the kitchen.
- 8.** Carrying out of Fire Officer duties, and the use of Short Duration Breathing Apparatus (SDBA) or other fire safety systems, which have to be performed by a trained and suitably experienced worker.
- 9.** Routine administrative work ancillary to custodial duties, in particular
  - dealing with prison correspondence, but not including correspondence to or from prisoners;
  - mail distribution and checking;
  - obtaining prisoner signatures for private cash;
  - monitoring of telephones or recordings of telephone calls;
  - inputting information to computerised or manual records.
- 10.** Carrying out canteen and kit exchange, general stores duties or acting as a driver or navigator.