



## STANDARD CONDUCT AGREEMENT FOR AUTHORISED VISITORS

I understand that:

An authorised visitor must comply with any reasonable direction given by the General Manager or a senior correctional officer at a correctional centre and/or other place of detention (POD).

The Permit issued to the authorised visitor may be withdrawn at any time by the Assistant Commissioner, Offender Services and Programs, or any other person authorised by the Assistant Commissioner, in order to preserve the good order, discipline or security of the correctional centre and/or POD.

The General Manager of a correctional centre or the Officer in Charge (OIC) of a POD has the authority to terminate a visit or prohibit entry to an authorised visitor, in order to preserve good order and discipline or the security of the correctional centre and/or POD.

The recognition of a person as an authorised visitor is based upon the information provided to Corrective Services NSW at the time of the application. Recognition as an authorised visitor may be withdrawn if:

1. any information provided by the person is found to be false or misleading,
2. the person is convicted of a criminal offence during the period of their Permit; or
3. the person engages in activities considered prejudicial to their role as an authorised visitor and to the good order, discipline or security of correctional centres and/or POD.

When carrying out their duties and functions authorised visitors must:

- a) behave ethically and respect the dignity and human rights of all persons;
- b) ensure all actions and decisions are reasonable, fair and appropriate to the circumstances and based on consideration of all the relevant facts available;
- c) perform their duties and functions in a professional and responsible manner;
- d) follow the principles of good working relationships;
- e) act with integrity, impartiality and compassion towards inmates;
- f) ensure that all dealings with staff, inmates, inmates families and friends are professional, transparent, accountable, courteous and fair and not prejudice the operation, security or reputation of Corrective Services NSW;
- g) not have undisclosed personal, financial or family relationships with staff, inmates, inmates families and friends which could prejudice the discipline and security of correctional centres and/or POD;
- h) not borrow, lend or place money into an account belonging to staff, inmates, inmates families and friends:



## STANDARD CONDUCT AGREEMENT FOR AUTHORISED VISITORS

Corrective Services NSW

- i)** not gamble whilst on correctional facility property;
- j)** not discriminate against, or harass, any person on the grounds of sex, marital status, pregnancy, age, race, ethnic or ethno-religious background, disability, homosexuality and transgender;
- k)** not enter a correctional facility to proselytise or attempt to convert inmates from their current religious/spiritual beliefs;
- l)** not engage in inappropriate coarse and obscene language, and/or sexual banter and innuendo, within the grounds of a correctional facility;
- m)** assume responsibility for working safely to avoid risks and injury to themselves, staff, inmates, inmates families and friends;
- n)** cooperate with staff to ensure that all OH&S practices and policies are complied with;
- o)** ensure that all statements and records are truthful and accurate to the best of their knowledge;
- p)** ensure that any information gained in the course of their duties and functions must be treated with due care and confidentiality to protect the privacy and welfare of others and for the proper security of Corrective Services NSW operations;
- q)** not offer any token, gift, payment, gratuity, benefit, reward, advice, goods or services (other than what is defined by their duties and functions as an authorised visitor) to staff, inmates, inmates families and friends that has the potential to create a conflict of interest or the appearance of conflict of interest, and could constitute illegal or corrupt conduct;
- r)** immediately report in writing to the General Manager/Manager Security or OIC any offer of token, gift, payment, gratuity, benefit, reward, advice, goods or services from any person which has been made to induce them to neglect their duties or functions, give preferential treatment, or act in any way other than in accordance with the proper discharge of their duties or functions;
- s)** not engage in any private activity (such as alcohol abuse, drug use or violent behaviour) that may adversely affect their ability to perform their duties or functions as an authorised visitor;
- t)** be mindful that conviction for a criminal offence may jeopardise their status as an authorised visitor,
- u)** notify the General Manager/Manager Security or General Manager Operations, Head Office if they have been convicted of a criminal offence during the period of their Permit;



## STANDARD CONDUCT AGREEMENT FOR AUTHORISED VISITORS

Corrective Services NSW

- v) avoid all situations or circumstances where personal interests may create the perception of a conflict of interest with their duties or functions as an authorised visitor, e.g. having a financial or family interest in an organisation that has dealings with Corrective Services NSW;
- w) not to express personal beliefs or attitudes that could influence, or be perceived as influencing, the conduct of correctional officers in the performance of their duties;
- x) must declare in writing to the General Manager/Manager Security, Senior Officer in Charge or General Manager, Operations, Head Office all situations or circumstances that may give rise to a potential or actual conflict of interest with their duties or functions as an authorised visitor, including the existence of an active Apprehended Violence Order (AVO).

**I have read the obligations listed above. I agree to abide by these obligations and understand that not doing so may mean that my authorised visitor permit will be revoked.**

**Name of Applicant:**

**Signature:**

**Date:**