

General Manager Memorandum 38-2015

To: All staff – Community Corrections

From: Janet-Lee Hibberd
General Manager
ACT Community Corrections

Subject: Clear Desk Policy

Date: 3 December 2015

Thank you for the commitment at the All of Team Meeting to take the next step in compliance with the JACS Clear Desk Policy.

The key points discussed were:

- Clear desks are one important approach to ensuring that information is appropriately controlled, thus reducing loss or compromise
- All classified or sensitive material and valuable items must be secured at the end of each day and also when the workspace is unattended during the day
- If we find classified, sensitive or valuable items unsecured at the end of the day we must secure the material as best we can
- We should remind each other of our individual responsibility and after this, any repeated oversights should be referred to the colleagues manager

After discussion we agreed on the following action from today, 2 December 2015:

- Valuable items will be secured at all times in adherence with policy
- Case management files will be removed from desks and stored in filing cabinets at the end of each day and if a work area is unattended during the day

In 2016 we will need to progress to full compliance with the Clear Desk Policy. At which stage case management files will not only need to be removed from desks but will need to be stored in locked filing cabinets. Earlier this year, an audit of filing cabinets drawers was undertaken. Each officer should have a lockable cabinet with 2 keys. When we are absent, it is essential that colleagues within our team and the Duty Officer can access our case management files.

Within teams, please plan and introduce a system that can support the securing of files while maintaining business hour accessibility.



Janet-Lee Hibberd

General Manager

Community Corrections

ACT Corrective Services