

Twana Security No. 81/254

CLASSIFICATION/ASSESSMENT

P/A CIA File

NIGHT OFFICER'S PROCEDURE ENTERING BEDROOM'S AFTER LOCK-
UP TIME

1. O.I.C. of the day is to collect a Walkie Talkie radio and place in Night Officer's office, before going off shift.
2. In the event of a boy being allowed out of his room after 8.00pm (2) officers must be present in the section.
3. The officer going to open the bedroom door must not be in possession of a F8 Key. He locks the grill behind him. The section N/O only to open bedroom doors.
4. The other officer must remain in the foyer with the Walkie Talkie and observe the unlocking of the bedroom and following communication and N/Senior to be informed prior to opening.
5. If the boy needs to use the toilet, or, for other reasons the grill needs to be unlocked, the officer with the Walkie Talkie is to secure himself in the Night Officer's office while the grill gate is opened and the boy is in the centre area.
6. When returning the boy to his room, the grills are to be locked, the officer with the Walkie Talkie again observes the unlocking and resecuring of the bedroom from the foyer area.