

## 40856 Manage custodial functions within a prison

<b>Kaupae   Level</b>	5
<b>Whiwhinga   Credit</b>	25
<b>Whāinga   Purpose</b>	<p>This skill standard is for a person working as a Principal Corrections Officer (PCO) or actively working towards PCO, such as acting PCO, or equivalent, in a prison environment.</p> <p>People credited with this skill standard will be able to manage and monitor custodial functions, manage staff, and manage and monitor prison resources within a prison.</p> <p>This skill standard aligns with the New Zealand Certificate in Prisoner Management (Level 5) [Ref: 3877].</p>

### Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

<b>Hua o te ako   Learning outcomes</b>	<b>Paearu aromatawai   Assessment criteria</b>
1. Manage and monitor custodial functions within a prison.	a. Oversee the custodial functions of a prison.
	b. Monitor staff assigned custodial duties.
	c. Guide and support staff to respond in high risk, complex, or difficult situations.
2. Manage staff within a prison.	a. Allocate staff to meet operational needs.
	b. Guide and support staff to manage prisoners.
	c. Facilitate communication to promote a positive team culture.
3. Manage prison resources within a prison.	a. Participate in the resource allocation and planning process.
	b. Manage and monitor resource allocations in line with organisational priorities.
4. Monitor prison resources within a prison.	a. Identify resource gaps or issues.
	b. Recommend adjustments to prison resource planning.

**Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria****Assessment Specifications:**

Evidence provided for assessment against this skill standard must:

- be gathered in a prison environment.
- be gathered in accordance with organisational policies and procedures.
- be gathered within the boundaries of the Principal Corrections Officer role.

**Definitions:**

- *Custodial duties* may include but are not limited to releases, classifications, transfers, reporting as per area of responsibility.
- *Custodial functions* may include but are not limited to overall site/unit muster, gang management, prison tension assessment tool.
- *Organisational policies and procedures* refer to the formal policies and procedures for a specific prison site and its activities, and which are consistent with its lead organisation.
- *Prison resources* may include people, budget, equipment.

**Ngā momo whiwhinga | Grades available**

Achieved.

**Ihirangi waitohu | Indicative content**

- Monitor and report on custodial functions.
- Prisoner complaint processes.
- Leadership and guidance of staff to deal with complex situations and practice.
- Site management support, input into site muster management.
- Prisoner management and their associated risks.
- Practical steps to develop an inclusive site team approach.
- Operational risks or gaps and remedial actions.
- Recommendations to management on changes or performance.
- Introductions of new policies and/or procedures.

**Rauemi | Resources**

Legislation relevant to this skill standard includes but is not limited to:

- Department of Corrections. (n.d.). *Policy and legislation*. New Zealand Department of Corrections. Available at [https://www.corrections.govt.nz/resources/policy\\_and\\_legislation](https://www.corrections.govt.nz/resources/policy_and_legislation).
- Department of Corrections. (n.d.). *Prison Operations Manual*. New Zealand Department of Corrections. Available at [https://www.corrections.govt.nz/resources/policy\\_and\\_legislation/Prison-Operations-Manual](https://www.corrections.govt.nz/resources/policy_and_legislation/Prison-Operations-Manual).
- New Zealand Legislation. (2004). *Corrections Act 2004* (No. 50). New Zealand Government. Available at <https://www.legislation.govt.nz/act/public/2004/0050/latest/DLM294849.html>.

- New Zealand Legislation. (2005). *Corrections (Rehabilitation of Offenders) Regulations 2005* (SR 2005/53). New Zealand Government. Available at <https://www.legislation.govt.nz/regulation/public/2005/0053/latest/DLM315417.html>.
- New Zealand Legislation. (2015). *Health and Safety at Work Act 2015* (No. 70). New Zealand Government. Available at <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>.
- Young, A. (n.d.). *Prison policy, prison regime, and prisoners' rights in New Zealand*. Human Rights Commission. Available at [https://hrc-nz-resources.s3.ap-southeast-2.amazonaws.com/files/6414/2550/8365/Young\\_year\\_-\\_Prison\\_policy\\_prison\\_regime\\_and\\_prisoners\\_rights\\_in\\_NZ.pdf](https://hrc-nz-resources.s3.ap-southeast-2.amazonaws.com/files/6414/2550/8365/Young_year_-_Prison_policy_prison_regime_and_prisoners_rights_in_NZ.pdf).

And any subsequent amendments or replacements.

### Pārongo Whakaū Kounga | Quality assurance information

<b>Ngā rōpū whakatau-paerewa   Standard Setting Body</b>	Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council
<b>Whakaritenga Rārangi Paetae Aromatawai   DASS classification</b>	Law and Security > Offender Management > Prisoner Management
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga   CMR</b>	0024

<b>Hātepe   Process</b>	<b>Putanga   Version</b>	<b>Rā whakaputa   Review Date</b>	<b>Rā whakamutunga mō te aromatawai   Last date for assessment</b>
<b>Rēhitatanga   Registration</b>	1	30 October 2025	N/A
<b>Kōrero whakakapinga   Replacement information</b>	This skill standard replaced unit standard 31746.		
<b>Rā arotake   Planned review date</b>	31 December 2030		

Please contact Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council at [qualifications@toitutewaiora.nz](mailto:qualifications@toitutewaiora.nz) to suggest changes to the content of this skill standard.