

Australian Capital Territory

Corrections Management (Prisoners Mail) Procedures 2007*

Notifiable instrument NI2007-467

made under the

Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Prisoners Mail) Procedures 2007*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policies and operating procedures

Under section 14 of the *Corrections Management Act 2007* (the Act), I make the

PRISONER'S MAIL PROCEDURE

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
17 December 2007

*Name amended under Legislation Act, s 60



**Belconnen Remand Centre (BRC)
Symonston Temporary Remand Centre (STRC)**



PRISONERS MAIL PROCEDURE

Purpose	1
Authority	1
Scope	1
Procedure	1
Incoming mail	1
Outgoing mail	3
Receiving monies from a prisoner’s visitor (by mail)	4
Forms/Templates	5
Related policies and procedures	5

Purpose

- To provide the opportunity for prisoners to develop and foster external relationships during their period of incarceration.
- To regulate and monitor all mail leaving and entering the BRC/STRC.

Authority

Legislation

Corrections Management Act 2007, sections 14, 48 and 81

Scope

The procedure detailing incoming mail commences when mail is received at the BRC/STRC, and ends when the prisoner is forwarded that mail.

The procedure detailing outgoing mail commences when mail is handed to a Corrections Officer, and ends when the mail leaves the BRC/STRC.

Procedure

1 Incoming mail

Step	Action	Responsibility
<u>1</u>	Mail enters the BRC/STRC.	Visits Officer/ Admin Officer
<u>2</u>	Mail screened.	K9 Officer
<u>3</u>	Mail documented.	Induction/Visits Officer
<u>4</u>	Mail searched.	Induction/Visits Officer
<u>5</u>	Mail seized.	Induction/Visits Officer
<u>6</u>	Mail scrutinised.	Intel Officer
<u>7</u>	Mail delivered to prisoner.	CO1

Step 1

BRC mail is to be collected from the Belconnen Mail Centre by the Visits Officer.

STRC mail is to be collected from the Red Hill Post Office by the Admin Officer.

Step 2

A Corrective Services Dog may in the first instance, screen all mail entering the BRC/STRC. The purpose of this and all searches of mail are to stop:

- a prohibited item entering the BRC/STRC;
- anything that may pose a risk to the order or good security to the prison entering the CORRECTIONAL CENTRE;
- anything that that may be used, for the commission of an offence or disciplinary breach; or
- a prisoner buying or obtaining a prohibited item.

Any positive indication will be thoroughly investigated.

Step 3

All mail will be documented on the Prisoner's Mail Card.

Step 4

Care must be taken when inspecting mail to determine if it is ordinary (personal) mail or if it is protected (legal or from another protected body such as the Ombudsman or Human Rights Commissioner).

Protected mail may not be opened unless the recipient prisoner is present and the Corrections Officer reasonably suspects that it contains something that may physically harm the addressee or is a prohibited thing.

Protected mail may be identified by using the 'two envelope system', by an insignia on the envelope, or if both of these are absent, from the letterhead upon opening. If any of these are present, the envelope must not be opened, or if it is opened, must not be read.

Incoming ordinary mail will be opened and searched for contraband. The Corrections Officer opening and searching the mail must wear gloves to protect themselves against any potentially harmful substances.

Step 5

Protected mail will be seized if on reasonable grounds it is believed that it contains a prohibited item, or any other item that may cause physical harm to another person.

Regular mail will be seized if on reasonable grounds it is believed that the seizure will stop:

- a prohibited item entering the BRC/STRC;
- anything that may pose a risk to the order or good security to the prison entering the BRC/STRC;
- anything that that may be used, for the commission of an offence or disciplinary breach; or
- a prisoner buying or obtaining a prohibited item.

If mail is seized, the prisoner is to be notified and issued a Seized Article Receipt.

Step 6

Intel will read incoming ordinary mail:

- of targeted prisoners who are suspected under reasonable grounds of attempting to undermine the security or good order at the correctional centre, or attempting to revictimise a victim; and
- of a random selection of prisoners.

If the reading of mail reveals information regarding the commission of an offence, that information must be forwarded to ACT Policing.

Protected mail may not be read without the prisoner's written consent.

Step 7

Mail will be placed in the mailbags and will be picked up by a CO1 from each accommodation area each morning.

Mail which has been scrutinised by an Intel Officer will be delivered to the accommodation area as soon as practicable.

2 Outgoing mail

Step	Action	Responsibility
<u>1</u>	Prisoner hands mail to Corrections Officer.	Prisoner
<u>2</u>	Mail documented.	Induction/Visits Officer
<u>3</u>	Mail scrutinised.	Intel
<u>4</u>	Mail seized.	Corrections Officer / Intel
<u>5</u>	Mail leaves the BRC/STRC.	Mail leaves the BRC/STRC

Step 1

Prisoners may send an unlimited amount of mail from the BRC/STRC at their cost. A prisoner without funds is entitled to send two letters at public expense per week.

All mail must be stamped and addressed. All outgoing mail must include the prisoner's name, PID, and the correctional centre where the prisoner is located.

All mail to be sent from the BRC/STRC by a prisoner must be handed to a Corrections Officer. All mail must be forward to Intel unsealed.

A prisoner without funds is entitled to send two letters at public expense per week. In order to access this, the letter must be accompanied by a Request to Send a Letter Form.

Step 2

All mail will be documented on the Prisoner's Mail Card.

All outgoing mail must include the prisoner's name, PID, and the correctional centre where the prisoner is located.

Step 3

Intel may read outgoing mail from targeted prisoners. All mail must be forward to Intel unsealed.

Step 4

Regular mail will be seized if on reasonable grounds it is believed that the seizure will stop inappropriate correspondence leaving the BRC/STRC. If mail is seized, the prisoner is to be notified and issued a Seized Article Receipt.

Step 5

Each evening, a CO1 from each accommodation area will take the mail to the reception area.

The outgoing mail will be placed in the courier bags for collection by the courier service.

3 Receiving monies from a prisoner's visitor (by mail)

Step	Action	Responsibility
<u>1</u>	Money order or cheque received.	Visits/Induction Officer
<u>2</u>	Receipt placed in envelope with letter.	Visits/Induction Officer
<u>3</u>	Money forwarded to the Finance Officer.	Visits/Induction Officer
4	Money deposited in prisoner's account.	Finance Officer

Step 1

Persons writing to a prisoner may send bank cheques and money orders to be deposited in the prisoner's account. Any bank cheques or money orders that are detected through the opening and searching of prisoner's mail will be processed in accordance with this procedure.

Personal cheques and cash that are detected through the opening and searching of prisoner's mail will not be deposited into the prisoner's account. These items will be returned to person who sent the item in.

The prisoner's name, and PID, as well as the visitor's name, must be clearly identifiable.

Step 2

The money order or bank cheque will be removed and replaced with a receipt. The receipt will be forwarded to the prisoner along with their letter.

In place of the visitor's signature a notation will be made stating that the amount was received in the mail.

Step 3

A copy of the receipt must be attached to the bank cheque or money order. Both the receipt and the bank cheque or money order will be forwarded to the Finance Officer once all the mail is processed.

Forms/Templates

Seized Article Receipt

Prisoner's Mail Card

Monies Received Receipt Book

Related policies and procedures

Prisoner's Mail Policy

Searching Procedure

Searching Policy

Prisoner's Property Policy

Prisoner's Property Procedure