

Australian Capital Territory

# Corrections Management (Prisoner Property) Policy 2009

Notifiable instrument NI2009-152

made under the

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

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## 1 Name of instrument

This instrument is the *Corrections Management (Prisoner Property) Policy 2009*.

## 2 Commencement

This instrument commences on the day after it is notified.

## 3 Policy

I make the

PRISONER PROPERTY POLICY

attached to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan  
Executive Director  
ACT Corrective Services  
25 March 2009



Alexander Maconochie Centre (AMC)



## PRISONER PROPERTY POLICY

<b>Purpose</b>	<b>1</b>
<b>Authority</b>	<b>1</b>
<b>Policy</b>	<b>1</b>
Principles	1
Monthly Audit	1
Property Controls and Limits	2
Legal Documents	3
Religious Items	3
Religious and Cultural Items	3
Non Recordable Property held in storage	3
Electrical Equipment	3
General Conditions and Restrictions on Personal Items	3
Initial Reception	3
Educational, art, crafts and hobby materials	4
<b>Forms/Templates</b>	<b>4</b>
<b>Related policies and procedures</b>	<b>4</b>

### Purpose

To provide a prisoner property policy at the AMC.

### Authority

#### Legislation

*Corrections Management Act 2007*, section 14.

*Uncollected Goods Act 1996*.

*Prohibited Weapons Act 1996*.

### Policy

#### Principles

The Superintendent may authorise specific items which may be purchased and/or possessed by a prisoner. The list of approved items will be made available to prisoners and displayed in the AMC.

#### Monthly Audit

Monthly requirement	Property Type
10% of Property stock take	Valuable property
10% of property stock take	Stored property

All property held in Admissions area identified for a quality control check/audit must be verified using the JOIST system. A prisoner property report must be generated from JOIST for all checks. The CO2 of the Admission Centre and a CO1 must sign each report. Each report must be kept and filed. A register of audits must be kept by the Admissions CO2.

The CO2 Admissions must report the audit and quality control process to the Deputy Superintendent once a month. The CO2 Admissions and is responsible for monitoring the management of all operations of the prisoner property store.

The CO2 Admissions must:

1. Complete stock takes according to the schedules in this policy;
2. Report to the Deputy Superintendent regarding the workload of the prisoner property store room each month; and
3. Check 10% of all JOIST entries relating to prisoner property each month.

### **Property Controls and Limits**

The CO2 Admissions area must not issue any private property valued at more than \$50. Any item over \$50 value will require the approval of the Deputy Superintendent.

The CO2 of Admissions is responsible for determining *reasonable quantities*.

Recordable Property held in storage

<b><u>All Prisoners</u></b>	<b><u>No.</u></b>	<b><u>All Prisoners</u></b>	<b><u>No.</u></b>
Wedding band	1	Baseball Cap	1
Beanie	1		
Books	5	CD's	10
Wrist Watch	1	Doona	1
Art/craft Materials	Res. Qty	Gloves	1
Prescription glasses	2	Private papers	1 tub
Runners	2	Photographs	50
Shorts	5	Singlets	5
Jumper	2	Socks/ underwear	Res Qty
Sunglasses	1	Sandals Therapeutic	1
Thongs	2	Towel	2
Track pants	2	T Shirts	5
Personal effects e.g. wallet and contents	Res. Qty		

<b><u>Female Prisoners only</u></b>	<b><u>No.</u></b>	<b><u>Female Prisoners only</u></b>	<b><u>No.</u></b>
Earrings Stud/Sleepers	1pr	Hair Rollers	1 set
Hair Dryer	1	Hair Straighter	1
Sandals	1		

***Storage Tubs Must Comply with OH&S Requirements.***

The CO2 of Admissions must ensure all property in excess of these limits is removed from departmental storage facilities. Prisoners must nominate a person to collect their property.

A letter is to be sent to the person receiving the property with a timeframe of 14 days to collect the property.

If the property is not picked up it may be disposed of according to the *Uncollected Goods Act 1996*. The property may also be given to prisoners aid.

### **Legal Documents**

<b>All Prisoners</b>	<b>Quantity</b>
Legal Proceedings affecting Custody	Standard storage tub 1
All other legal Proceedings	Papers to be kept in property storage tub

*Storage Tubs Must Comply with OH&S Requirements.*

### **Religious Items**

A prisoner may request a religious item through the Chaplin.

### **Religious and Cultural Items**

Approved religious and cultural items are recordable items, according to the limits and procedures specified.

### **Non Recordable Property held in storage**

<b>All Prisoners</b>	<b>No.</b>	<b>Female prisoners</b>	<b>No.</b>
		Brassieres	Res. Qty
		Underpants	Res Qty
Personal Toiletries	Res Qty.		

<b>Remandees and Appellants</b>			
Documents for current legal proceedings	1 Storage Tub		

### **Electrical Equipment**

<b>Item</b>	<b>No.</b>	<b>Item</b>	<b>No.</b>
Hair Dryer	1	DVD Player	1
Clock Radio	1	Lap Top Computer	1
Sandwich Maker	1	Walkman Radio	1
Walkman CD	1	Hair Straightner	1
Hair Curling wand	1		

### **General Conditions and Restrictions on Personal Items**

#### **Initial Reception**

The CO2 Admissions will dispose of opened or unsealed toiletry and tobacco products received with a prisoner at initial reception into custody. Perishables and alcohol products will be disposed of in an appropriate manner,

All contaminated items e.g. clothing, footwear or sanitary products are to be disposed of in the contaminated waste bins.

A request is to be submitted to the Deputy Superintendent for the storage of excess property (e.g. property belonging to transient or homeless persons who carry all their belongings with them).

Any Key Cards or Credit Cards not belonging to a prisoner are to be referred to the Intelligence Unit.

Any contraband is to be reported as per the *Contraband Policy*.

Firearms, weapons, knives and dangerous articles must be surrendered to the AFP as per the *Prohibited Weapons Act 1996* and will not be accepted into the AMC.

If any doubt exists the matter is to be referred to the Deputy Superintendent.

Educational, art, crafts and hobby materials

Educational, arts, crafts and hobby materials are not additional to the limits of private property.

Departmental property issued to a prisoner must be returned on discharge.

Departmental property will not become prisoner personal property or recordable items and will not be included in private property storage allowance.

**Forms/Templates**

Register of Audits  
Officer Report Form  
Seized Article Receipt  
Request to Sign Property Out  
Property Request Form

**Related policies and procedures**

Prisoner Property Procedure  
Admissions Procedure  
Contraband Policy  
Contraband Seizure Procedure.