

Australian Capital Territory

Corrections Management (TV and Laptop Rental) Policy 2009

Notifiable instrument NI2009-164

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 (TV and Laptop Rental) Policy 2009*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

TV AND LAPTOP RENTAL 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)



TV AND LAPTOP RENTAL POLICY

Purpose	1
Authority	1
Policy	1
Principles	1
Approval	1
Rental agreement	1
Termination of the contract	2
Payment and delivery	2
Monitoring the equipment	2
Related Forms and Templates	2
Related Policies and Procedures	2

Purpose

To outline the television and laptop computer rentals policy.

Authority

Legislation

Corrections Management Act 2007, section 14.

Policy

Principles

Prisoners may apply to purchase or hire a TV or laptop.

Approval

Prisoners who wish to purchase or hire a TV or laptop computer may submit this request on a rental agreement. The application will be forwarded to the Area CO2 who will consider the prisoner's request. The decision will take into consideration the prisoner's behaviour and the availability of the requested item. The Area CO2 will contact the Finance Officer to ensure that the prisoner has sufficient funds to pay for the item.

Rental agreement

Prisoners who request to hire an item are required to enter into an agreement.

This agreement stipulates that:

- hire will be paid weekly in advance;
- a bond will be lodged equivalent to 10% of the value of the item. The bond will be returned to the prisoner if the item is returned in a serviceable and undamaged condition (in a condition that enables subsequent rental); and
- the prisoner is liable for any damages to the item equivalent to the lesser of the repair or replacement costs less the bond amount.

The agreement will state the following information:

- weekly payment amount;
- amount of the bond; and

- terms and conditions of the rental.

The agreement will be signed by the Area CO2, the Finance Officer and the prisoner.

Termination of the contract

A contract may be terminated if;

1. a corrections officer submits a report outlining a breach of the contract;
2. the prisoner does not have sufficient funds to comply with the contract;
3. the prisoner is subject to disciplinary action;
4. the prisoner is discharged from custody; or
5. as directed by the Superintendent.

Payment and delivery

Once the Contract is signed, the Finance Officer will contact stores to notify them that delivery may take place.

Monitoring the equipment

Corrections officers will monitor the location of all rented/purchased equipment during the morning inspection. TV's and laptops will be coded and marked so that correction officers can identify which prisoner they belong to. Void tape will cover the label so that officers know if the identification has been tampered with.

Forms and Templates

Prisoner Request Form

Rental Agreement

Related Policies and Procedures

N/A