

Australian Capital Territory

Corrections Management (TV and Computer Rental) Policy 2010

Notifiable instrument NI2010-625

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 Computer Rental) Policy 2010*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

TV AND COMPUTER RENTAL POLICY

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

4 Revocation

This instrument revokes notifiable instrument NI2009-164.

Barry Folpp
A/g Executive Director
ACT Corrective Services
3 November 2010



Alexander Maconochie Centre (AMC)



TV AND COMPUTER RENTAL POLICY

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Purpose

To outline a policy for prisoners to hire televisions and computers for their personal use.

Authority

Legislation

Corrections Management Act 2007, section 14.

Policy

Principles

Prisoners may apply to hire a TV or computer.

TVs may be purchased through the activities buy-up list, in accordance with the *Prisoner Buy-Ups Policy*.

Approval

Prisoners who wish to hire a TV or computer may apply to do so, on a rental agreement form. The application will be forwarded to the Area CO2 for consideration. In deciding whether to approve the application, the Area CO2 will consider:

- the prisoner's behaviour;
- the availability of the requested item; and
- whether the prisoner has sufficient funds to pay for the item (in consultation with the Finance Officer).

Rental agreement

Prisoners who apply 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 continue to comply with the contract;
3. the prisoner is subject to disciplinary action;
4. the prisoner is discharged from custody; or
5. for other reasons 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. TVs and computers 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