

Corrections Management (Prohibited Things, Restricted, Excess and Non-Standard Items) Operating Procedure 2018

Notifiable instrument NI2018-370

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Prohibited Things, Restricted, Excess and Non-Standard Items) Operating Procedure 2018*.

2 Commencement

This instrument commences on the day after its notification day.

3 Operating procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

4. Revocation

This instrument revokes the *Corrections Management (Prohibited Things) Declaration 2012* [NI2012-500].

Jon Peach
Executive Director
ACT Corrective Services
29 June 2018



OPERATING PROCEDURE	Prohibited Things, Restricted, Excess and Non-Standard Items
OPERATING PROCEDURE NO.	S1.2
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions for staff and stakeholders to manage Prohibited things, restricted, excess and non-standard items into the Alexander Maconochie Centre (AMC).

PROCEDURES

1. Definitions

Prohibited Things

- 1.1 Prohibited things are items that are not permitted to enter the AMC. This includes items that can present a risk to the security of the AMC or to the safety of any person, such as weapons and illicit drugs.

Restricted Things

- 1.2 Restricted things are items that have been identified as posing potential risks to the security of the Centre or to the safety of any person, however, may be introduced to the AMC on an individual basis, with the approval of the General Manager. Items include, but are not limited to:

- Communication devices including mobile telephones
- Laptop Computers/ tablets
- Universal serial Bus (USB) devices
- Recording devices (video, sound, image)
- Cameras or other photographic devices.

Excess and Non-Standard Items

- 1.3 Excess and non-standard items are items that are not required for a person's day to day functions. Items include, but are not limited to:

- Substantial amount of currency
- Additional clothing
- Excess food
- Items that would generally be provided through the Stores system
- Unusual items that would not normally be expected to enter a correctional centre.

2. Approvals and process for restricted things, excess and non-standard items

- 2.1 Application to introduce restricted things, excess and non-standard items into AMC must be submitted to the General Manager, or delegate, using the Restricted Things, Excess and Non-Standard Item Application Form (Form S1.2-F1).
- 2.2 Approval to introduce restricted things, excess and non-standard items into AMC can only be provided by the General Manager, or delegate.

- 2.3 If approval to introduce restricted things, excess and non-standard items into the AMC is provided:
- a paper copy of the approval must be added to the restricted things, excess and non-standard items folder retained at the X-ray Officers station
 - the original endorsed form will be added to the Restricted Things, Excess and Non-Standard Items folder retained by AMC Executive Support
 - the details of the approval will be registered on the electronic system coordinated by AMC Executive Support.

3. Approval type

- Ongoing entry - Items that are approved to enter and leave as required by the approved person.
- One-off entry - Items that are approved to enter on one day only and must be confirmed as having exited.
- Temporary entry - Items that are approved to enter for a defined period of time and must be confirmed as having exited.

4. Managing entry of Restricted Things, Excess or Non-Standard Items

- 4.1 The Gate officer is authorised to challenge all attempted introductions of prohibited things, restricted things, excess and non-standard items and deny their entry into AMC in the absence of approval.
- 4.2 If an officer identifies an item as restricted, excess or non-standard, the officer must check the Restricted Things, Excess and Non-Standard Items folder retained at the X-ray Officers Station to confirm if the item is approved and ensure the entry conditions are in accordance with the approval and it is as described/detailed.
- 4.3 If the item is approved for ongoing access, the person detailed on the Restricted Things, Excess and Non-Standard Items Application Form is approved to enter and leave with the item as required.
- 4.4 If the item is approved for one-off or temporary entry, the details must be recorded in the Restricted Things, Excess and Non-Standard Items Register.
- 4.5 If the item is not approved to enter the AMC and the person asserts it is required for official reasons, the person must be directed to secure the item in a locker, and attend AMC Executive Support to obtain a Restricted Things, Excess and Non-Standard Items Application Form. Items are not to be permitted until approval has been provided by the General Manager, or delegate.
- 4.6 If a restricted thing, excess or non-standard item is detected, Officers are not required to immediately confiscate the item.
- 4.7 If the item is Prohibited and the officer considers it an attempt to intentionally introduce the item, it must be immediately reported to Head of Security or delegate and managed in accordance with the Management of Evidence Operating Procedure.
- 4.8 Subsequent to entry, when the restricted things, excess and non-standard item, approved for one-off or temporary entry is removed from the AMC, the person detailed on the Restricted Things, Excess and Non-Standard Items Application Form must endorse the Restricted Things, Excess and Non-Standard Items Register to confirm the item is exiting the AMC.

- 4.9 The Gate Supervisor must check the Restricted Things, Excess and Non-Standard Items Register at the end of each day shift, to confirm that all approved one-off entry items for that day or expired approvals for all temporary entry items are confirmed as having exited the AMC. In the event that the Gate Supervisor is not able to confirm that all approved one-off entry items for that day or expired approvals for all temporary entry items have exited the AMC, the Supervisor must:
- make necessary inquiries to ascertain whether the item remains in the AMC
 - amend and endorse the Restricted Things, Excess and Non-Standard Items Register as appropriate
 - report the outcome in an Incident Report.
- 4.10 The Gate Supervisor must check the Restricted Things, Excess and Non-Standard Items Folder at the end of each shift, and remove any expired Restricted Things, Excess and Non-Standard Items Application Forms and return to the AMC Executive Support for record keeping.

5. Police Requirements

- 5.1 Police may require to utilise digital media for the purpose of conducting interviews. Overarching approval is provided for restricted things being introduced into the AMC for the purpose of interviews only.
- 5.2 Details of the items permitted into the AMC for the purpose of police interviews must be recorded in the in the Restricted Things, Excess and Non-Standard Items Register by the Police Officer.
- 5.3 Subsequent to entry, the Police Officer must endorse the Restricted Things, Excess and Non-Standard Items Register to confirm the item is exiting the AMC.
- 5.4 Police responding to a Scene of crime are approved to convey into the AMC all the necessary equipment and digital media required for the purpose of their attendance. A verbal confirmation will be provided to the Gate Officer by the General Manager or Delegate as required.

6. Inspector of Correctional Services

- 6.1 The Inspector of Correctional Services has approval to bring restricted things (excluding mobile phones) into the AMC for the purpose of reviews.

7. Legal Representatives

- 7.1 Legal representatives may request to utilise various digital media for the purpose of conducting interviews or providing legal advice. Legal representatives are required to submit a Restricted Things, Excess and Non-Standard Item Application Form and have this approved prior such items being permitted into the AMC.

8. Administration

- 8.1 AMC Executive Support is responsible for the issue, collation and record keeping of the Restricted Things, Excess and Non-Standard Item Application Forms.
- 8.2 AMC Executive Support will provide Restricted Things, Excess and Non-Standard Item Application forms in paper or electronic format, as requested.

- 8.3 Completed Restricted Things, Excess and Non-Standard Item Application Forms should be hand delivered to the AMC Gate or scanned and e-mailed to AMCexecsupport@act.gov.au, at least one business day prior to the intended date the item is to be introduced.
- 8.4 AMC Executive Support will maintain an electronic Restricted Things, Excess and Non-Standard Items Register of all current and expired prohibited things, restricted, excess and non-standard items applications.

RELATED DOCUMENTS

- A – Prohibited and Restricted Things Schedule
- B – Restricted Things, Excess and Non-Standard Items Register

RELATED FORMS

- S1.2 FA – Restricted Things, Excess and Non-Standard Item Application Form



Jon Peach
 Executive Director
 ACT Corrective Services
 29 June 2018

Document details

Criteria	Details
Document title:	Corrections Management (Prohibited Things, Restricted, Excess and Non-Standard Items) Operating Procedure 2018
Document owner/approver:	Executive Director, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Head of Security
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy and Operating Procedure Framework) Policy 2017</i>
Version 1	