

# Corrections Management (Prohibited Things, Excess and Non-Standard Items) Operating Procedure 2019

Notifiable instrument NI2019-544

made under the

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

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## 1 Name of instrument

This instrument is the *Corrections Management (Prohibited Things, Excess and Non-Standard Items) Operating Procedure 2019*.

## 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 policy revokes the *Corrections Management (Prohibited Things, Restricted, Excess and Non-Standard Items) Operating Procedure 2018* [NI2018-370], and *Corrections Management (Possession of Prohibited Things) Policy 2012* [NI2012-499].



Jon Peach  
Executive Director  
ACT Corrective Services  
22 August 2019



<b>OPERATING PROCEDURE</b>	<b>Prohibited Things, Excess and Non-Standard Items</b>
<b>OPERATING PROCEDURE NO.</b>	<b>S1.2</b>
<b>SCOPE</b>	<b>Alexander Maconochie Centre</b>

## STATEMENT OF PURPOSE

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

## PROCEDURES

### 1. Definition

- 1.1 Prohibited things are items that are not permitted to enter the AMC generally and are recognised to have the potential to compromise the security of a correctional centre, or the safety of any person.
- 1.2 The Prohibited Things Declaration lists all items prohibited to enter any correctional centre.
- 1.3 Excess items are items in quantities above a person's requirement for one (1) day, such as:
  - additional clothing
  - excess food
  - items that would generally be provided through the Stores system.
- 1.4 Non-standard items are items that would not normally be expected to enter a correctional centre, or that are not linked to a person's duties.

### 2. Approvals for prohibited things, excess and non-standard items

- 2.1 Staff members may bring restricted items into the AMC in accordance with the Prohibited Things Declaration:
  - keys
  - lighters
  - medication (prescribed) up to the required amount for one (1) day only, where the employee can provide the relevant script on request
  - currency/money up to \$20 only
  - plastic sandwich and food clingwrap used to package the employee's food for the day
  - food for personal consumption during the work day only.
- 2.2 Prohibited items may be approved to enter a correctional centre for specific purposes and only with prior approval by the Executive Director (ED) or the General Manager Custodial (GMCO).
- 2.3 Prohibited items that may be considered for entry into a correctional centre for specific purposes are:
  - alcohol based products, such as communion wine (Detainee Religion Policy) or industrial cleaners
  - cameras and photographic devices

- laptops
  - multi-media items
  - recording devices
  - tools.
- 2.4 To gain approval for any prohibited item, the *S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form* must be completed and submitted to the GMCO by email to [AMCExecSupport@act.gov.au](mailto:AMCExecSupport@act.gov.au).
- 2.5 The GMCO or ED may determine one of the following approvals for entry of the item:
- Ongoing entry - items that are approved to enter and leave as required by the approved person.
  - Single use entry - items that are approved to enter on one (1) day only and must be confirmed as having exited.
  - Temporary entry - items that are approved to enter for a limited time period and must be confirmed as having exited.
- 2.6 If approval to introduce the requested item into the AMC is provided:
- a. a paper copy of the approved form must be added to the prohibited things, excess and non-standard items folder retained at the X-ray Officer's Station;
  - b. the original endorsed form will be added to the Prohibited Things, Excess and Non-Standard Items folder retained by AMC Executive Support; and
  - c. the details of the approval will be registered on the electronic system coordinated by AMC Executive Support.

### **3. Managing the entry of prohibited things, excess or non-standard items**

- 3.1 The Gate Officer is authorised to challenge all attempted introductions of prohibited things, excess and non-standard items and deny their entry into AMC in the absence of approval under section 2.5.
- 3.2 If an officer identifies an item as prohibited, excess or non-standard, the officer must check the Prohibited Things, Excess and Non-Standard Items folder at the X-ray Officer's 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.
- 3.3 If the item is approved for ongoing access, the person detailed on the *S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form* is approved to enter and leave with the item as required.
- 3.4 If the item is approved for single use or temporary entry, the details must be recorded in the *Prohibited Things, Excess and Non-Standard Items Register*.
- 3.5 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 *S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form*, and appropriate authorisation as at section 2.4.
- 3.6 If an excess or non-standard item is detected, the item will be returned to its owner to store in a locker prior to entering.
- 3.7 If the item is prohibited, the officer must:
- a. immediately report the attempted entry to the Head of Security or delegate for management in accordance with the *Management of Evidence Operating Procedure*; and

- b. complete a Security Information Report detailing the when, where, who, what, and how of the attempted entry.
- 3.8 Where a prohibited, excess and non-standard item that has been approved for single use or temporary entry is removed from the AMC, the person detailed on the S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form must endorse the *Prohibited Things, Excess and Non-Standard Items Register* to confirm the item is exiting the AMC.
- 3.9 The Gate Supervisor must check the *Prohibited Things, Excess and Non-Standard Items Register* at the end of each day shift, to confirm that all approved single use and temporary entry items for that day are confirmed as having exited the AMC.
- 3.10 Where the Gate Supervisor is not able to confirm that all approved single use or temporary entry items for that day have exited the AMC, the Supervisor must:
  - make necessary inquiries to ascertain whether the item remains in the AMC
  - amend and endorse the *Prohibited Things, Excess and Non-Standard Items Register* as appropriate
  - report the outcome in an Incident Report.
- 3.11 The Gate Supervisor will remove any expired *Prohibited Things, Excess and Non-Standard Items Application Forms* and return them to the AMC Executive Support for record keeping.

#### **4. Police requirements**

- 4.1 Police may require access to electronic media for the purpose of conducting interviews with detainees under the Police Interviews with Detainees Policy. General approval is provided for the following prohibited items being introduced into the AMC for the purpose of interviews only:
  - cameras and photographic devices
  - laptops
  - multi-media items
  - recording devices.
- 4.2 Details of the items permitted into the AMC for the purpose of police interviews must be recorded in the in the *Prohibited Things, Excess and Non-Standard Items Register* by the attending Police Officer.
- 4.3 The Police Officer must sign the *Prohibited Things, Excess and Non-Standard Items Register* to confirm the item is exiting the AMC.
- 4.4 Police responding to a scene of crime are approved to convey into the AMC all necessary equipment required for the purpose of their attendance in accordance with sections 4.2-4.3.

#### **5. Ambulance requirements**

- 5.1 Ambulance paramedics have approval to bring a mobile phone required for ECG operations into the AMC.
- 5.2 Personal mobile phones are not permitted to enter at any time.

#### **6. Inspector of Correctional Services**

- 6.1 The Inspector of Correctional Services has approval to bring the following prohibited items into the AMC for the purpose of reviews:
  - cameras and photographic devices

- laptops
- multi-media items
- recording devices.

## 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 *S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form* and have this approved prior to entering the AMC with a prohibited item.

## 8. Administration

8.1 AMC Executive Support is responsible for the issue, collation and record keeping of all *S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form*.

8.2 AMC Executive Support will provide *S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form* in paper or electronic format on request.

8.3 Completed *S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form* should be hand delivered to the AMC Gate or scanned and e-mailed to [AMCexecsupport@act.gov.au](mailto:AMCexecsupport@act.gov.au), five (5) business days prior to the intended date the item is to be introduced, unless in exceptional circumstances.

8.4 AMC Executive Support will maintain an electronic *Prohibited Things, Excess and Non-Standard Items Register* of all current and expired prohibited, excess and non-standard items applications.

## RELATED DOCUMENTS AND FORMS

- Prohibited Things Declaration
- S1.2.F1: Prohibited Things, Excess and Non-Standard Item Application Form
- Prohibited Things, Excess and Non-Standard Items Register



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 ACT Corrective Services  
 22 August 2019

## Document details

Criteria	Details
Document title:	Corrections Management (Prohibited Things, Restricted, Excess and Non-Standard Items) Operating Procedure 2019

Document owner/approver: Executive Director, ACT Corrective Services

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Date effective: The day after the notification date

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Review date: 3 years after the notification date

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Responsible Officer: Head of Security

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Compliance: This operating procedure reflects the requirements of the  
*Corrections Management (Policy Framework) Policy 2019*

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<b>Version Control</b>			
<b>Version no.</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>
V2	August-19	Update	T Rust
V1	June-18	First Issued	A Campbell