

Australian Capital Territory

Corrections Management (Photographing detainees for recreational purposes) Operating Procedure 2020

Notifiable instrument NI2020-639

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Photographing detainees for recreational purposes) Operating Procedure 2020*.

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.



Jon Peach
Commissioner
ACT Corrective Services
22 September 2020



OPERATING PROCEDURE	Photographing detainees for recreational purposes
OPERATING PROCEDURE NO.	S4.61
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff on the process whereby detainee photographs may be taken for recreational purposes.

PROCEDURES

1. Use of Camera

- 1.1. All cameras and memory cards held at the AMC must be authorised by the General Manager (GM) and recorded on the Security Inventory.
- 1.2. The Security Inventory will include the location of the camera, the make, model, serial number and colour.
- 1.3. Photographs must be uploaded to a local drive and deleted from the camera or memory card as soon as practicable by the camera holder.

2. Authorised persons

- 2.1. Personal detainee photographs and team portraits may be taken by the Activities Officer as scheduled.
- 2.2. Family portraits may be taken by Visits Officers where it does not compromise observational security of the Visits Area.
- 2.3. Events photographs may be taken by the Indigenous Liaison Officer (ILO) or any other person specifically designated for the task.

3. Privacy

- 3.1. Written consent from detainees must be obtained prior to photographs being taken via the S4.61.F1: AMC Detainee Photographic Consent Form.
- 3.2. Photographs taken of detainees and their families must not be taken where other detainees and families may be present in the background of the picture.
- 3.3. Team or group photographs may only be issued to detainees with the consent of all detainees in that team. If a detainee does not provide consent via the S4.61.F1: AMC Detainee Photographic Consent Form, the detainee will not be permitted to join the group photograph.
- 3.4. The form will be scanned and uploaded by the authorised person onto the detainees' electronic record system.

4. Detainee requests for photographs

- 4.1. Detainees will be required to submit a Detainee Request Form for personal photographs. Applications will be sent to the relevant staff member under section 2.

- 4.2. Where a detainee wishes to have more than one photograph printed they must complete a *F1.F1: Detainee Request Form – Finance* and provide it to the photographer.
- 4.3. Photographs shall be restricted to:
 - individual portraits
 - family portraits
 - authorised team portraits
 - authorised groups (i.e., NAIDOC dance team, Polynesian group, etc).
- 4.4. Detainees may have up to five (5) photos printed on standard paper for no fee at any one time.
- 4.5. Where a detainee requests more than five (5) photos at any one time, a fee of \$0.02 per photo will apply. A fee of \$0.10 per photo applies for detainees wishing to have their photos printed onto photographic paper.
- 4.6. There is no cost for photographs provided to a detainee via email.

5. Taking photographs of detainees

- 5.1. Recreational photographs may only be taken in the Multi-Purpose Building or in Visits.
- 5.2. Photographs must be taken against a plain background or a background that has no features or images that identify the AMC.
- 5.3. Detainees will:
 - not be allowed to pose to show off tattoos or any other markings, particularly those that identify gang membership or affiliation
 - not be allowed to show hand signals or gestures of any kind, particularly those that may be associated with gang membership or affiliation
 - be appropriately attired in authorised issued clothing. Removing shirts or wearing singlets only will not be allowed.

6. Release of photographs

- 6.1. The camera operators are to assess all photographs in accordance with section 5 prior to processing and releasing to detainees.
- 6.2. Photographs deemed to contain information relevant to the Intelligence and Integrity Unit will be downloaded and passed to Intelligence Unit for appraisal.
- 6.3. All unused photographs will be deleted.

7. Printing/processing of recreational photographs

- 7.1. Staff must not use photographs for any unauthorised purpose.
- 7.2. Printed photographs must not be left unattended and must be accounted for by the person printing them.
- 7.3. The relevant staff member under section 2 is responsible for downloading the photographs.
- 7.4. The staff member will either send the published photographs by email to the relevant detainee or print copies and send them in an envelope to the detainee as requested.

RELATED DOCUMENTS AND FORMS

- S4.61.F1: AMC Detainee Photographic Consent Form
- Detainee Request Form
- F1.F1: Detainee Request Form – Finance

Corinne Justason
Deputy Commissioner Custodial Operations
ACT Corrective Services
20 September 2020

Document details

Criteria	Details
Document title:	Corrections Management (Photographing Detainees for Recreational Purposes) Operating Procedure 2020
Document owner/approver:	Deputy Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Senior Director Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	August-20	First Issued	T Rust