

Australian Capital Territory

# Corrections Management (Prohibited Things, Restricted, Excess, and Non-Standard Items) Operating Procedure 2021

Notifiable instrument NI2021-353

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 2021*.

## 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 operating procedure revokes the *Corrections Management (Prohibited Things, Excess and Non-Standard Items) Operating Procedure 2019* [NI2019-544].

Ray Johnson APM  
Commissioner  
ACT Corrective Services  
6 June 2021

<b>OPERATING PROCEDURE</b>	<b>Prohibited things, restricted, excess, and non-standard items</b>
<b>OPERATING PROCEDURE NO.</b>	<b>S1.2</b>
<b>SCOPE</b>	<b>Alexander Maconochie Centre</b>

## PURPOSE

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

## DEFINITIONS

**Prohibited things** — 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.

**Prohibited Things Declaration** — lists all items prohibited to enter any correctional centre.

**Excess items** — 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.

**Non-standard items** — items that would not normally be expected to enter a correctional centre, or that are not linked to a person’s duties.

## PROCEDURES

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

1.1 Mobile telephones are prohibited things unless:

- a. In the possession of a Senior Director, General Manager (GM) or Deputy Commissioner Custodial Operations (DCCO) for business purposes
- b. In the possession of an Assistant Commissioner for business purposes
- c. In the possession of an Executive Branch Manager (EBM) for business purposes.
- d. In the possession of the Commissioner for business purposes.
- e. Leased by ACTCS and stored in the Operations Building for business purposes
- f. Leased by Justice Health and utilized to support the required at-risk contacts.

1.2 The entry and exit of mobile telephones under 1.1 must be recorded at the Gate each day.

1.3 Staff members may bring restricted items into the AMC in accordance with the Prohibited Things Declaration:

- a. keys
- b. lighters
- c. medication (prescribed) up to the required amount for one (1) day only, where the employee can provide the relevant script on request
- d. currency/money up to \$20 only
- e. plastic sandwich and food clingwrap used to package the employee’s food for the day
- f. food for personal consumption during the workday only.

- 1.4 Prohibited items may be approved to enter a correctional centre for specific purposes and only with prior approval by the DCCO or the GM.
- 1.5 Prohibited items that may be considered for entry into a correctional centre for specific purposes are:
  - a. alcohol based products, such as communion wine (Detainee Religion Policy) or industrial cleaners
  - b. cameras and photographic devices
  - c. laptops
  - d. multi-media items
  - e. recording devices
  - f. tools.
- 1.6 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 GM by email to [AMCExecSupport@act.gov.au](mailto:AMCExecSupport@act.gov.au).
- 1.7 The GM or DCCO may determine one of the following approvals for entry of the item:
  - a. Ongoing entry — items that are approved to enter and leave as required by the approved person.
  - b. Single use entry — items that are approved to enter on one (1) day only and must be confirmed as having exited.
  - c. Temporary entry — items that are approved to enter for a limited time period and must be confirmed as having exited.
- 1.8 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.

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

- 2.1 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 1.6.
- 2.2 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.
- 2.3 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.
- 2.4 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.

- 2.5 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 1.4.
- 2.6 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.
- 2.7 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 *Evidence Management Operating Procedure*; and
  - b. Complete a *Security Information Report* detailing the when, where, who, what, and how of the attempted entry.
- 2.8 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.
- 2.9 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.
- 2.10 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:
  - a. make necessary inquiries to ascertain whether the item remains in the AMC
  - b. amend and endorse the *Prohibited Things, Excess and Non-Standard Items Register* as appropriate
  - c. report the outcome in an Incident Report.
- 2.11 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.

### **3. Police requirements**

- 3.1 Police may require access to electronic media for the purpose of conducting interviews with detainees under the *Investigator Interviews with Detainees Policy*. General approval is provided for the following prohibited items being introduced into the AMC for the purpose of interviews only:
  - a. cameras and photographic devices
  - b. laptops
  - c. multi-media items
  - d. recording devices.
- 3.2 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.
- 3.3 The Police Officer must sign the *Prohibited Things, Excess and Non-Standard Items Register* to confirm the item is exiting the AMC.

3.4 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 3.2-3.3.

#### **4. Ambulance requirements**

4.1 Ambulance paramedics have approval to bring a mobile phone required for ECG operations into the AMC.

4.2 Personal mobile phones are not permitted to enter at any time.

#### **5. Inspector of Correctional Services**

5.1 The Inspector of Correctional Services has approval to bring the following prohibited items into the AMC for the purpose of reviews:

- a. cameras and photographic devices
- b. laptops
- c. multi-media items
- d. recording devices.

#### **6. Legal Representatives**

6.1 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.

#### **7. Administration**

7.1 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*.

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

7.3 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.

7.4 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
- Detainee Religion Policy
- Evidence Management Operating Procedure
- Security Information Report

- Investigator Interviews with Detainees Policy

Corinne Justason  
 Deputy Commissioner Custodial Operations  
 ACT Corrective Services  
 2 June 2021

**Document details**

Criteria	Details
Document title:	Corrections Management (Prohibited Things, Restricted, Excess, and Non-Standard Items) Operating Procedure 2021
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:	General Manager
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V3	May-21	Update	C Justason
V2	August-19	Update	T Rust
V1	June-18	First Issued	A Campbell