

Australian Capital Territory

# Corrections Management (In Possession Property) Operating Procedure 2022

Notifiable instrument NI2022–222

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 (In Possession Property) Operating Procedure 2022*.

## 2 Commencement

This instrument commences on the 1<sup>st</sup> September 2022.

## 3 Operating Procedure

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

## 4 Revocation

This policy revokes the previously notified *Corrections Management (Prisoner Property) Operating Procedure [Restricted] 2007*

Ray Johnson APM  
Commissioner  
ACT Corrective Services  
22 April 2022



<b>OPERATING PROCEDURE</b>	<b>Detainee Property – In Possession Property</b>
<b>OPERATING PROCEDURE NO.</b>	
<b>SCOPE</b>	<b>Alexander Maconochie Centre</b>

**PURPOSE**

To provide instructions to staff on appropriate management of detainee property entering a correctional centre and the management of in-possession property being issued to detainees.

**PROCEDURES**

**1. Standard Issue Property**

1.1 Each detainee will be issued with standard clothing and bedding items upon admission into the AMC:

<b>MALES</b>	<b>Qty</b>	<b>FEMALES</b>	<b>Qty</b>
Sets of underwear	5	Pairs of tights (black)	5
Winter Jackets	2	Sets of underwear (bra and panties)	10
Pair of AMC issue track pants	3	Winter Jackets	2
AMC issue T-Shirts	7	Pair of AMC issue track pants	3
AMC issue sloppy joes	3	AMC issue T-Shirts	7
AMC issue shorts	3	AMC issue sloppy joes	3
Pair of work/training shoes (if required for work)	1	AMC issue shorts	3
Pair of running shoes general wear	1	Pair of work/training shoes (if required for work)	1
Pair of thongs/sandals (no swapping)	1	Pair of running shoes general wear	1
Personal pillow	1	Pair of thongs/sandals (no swapping)	1
Bedding set	1	Personal pillow	1
-	-	Bedding set	1

**2. Issue of property to in-possession**

2.1 Detainees are permitted to have court clothing delivered to the centre by a community member. Detainees must complete a Detainee Request Form identifying the community member and items being provided. Court clothes and shoes must not be issued to detainees as in-possession property.

2.2 Where a detainee is entitled to in-possession property, the quantity of items must fit within their property box, in accordance with the Detainee Property Policy.

2.3 Where a detainee requests in-possession property from stored property to be issued, the detainee must complete a Detainee Request Form.

2.4 All reasonable requests must be considered in accordance with the Detainee Property Policy.

- 2.5 The Area Supervisor must record their decision regarding the request for in-possession property with three (3) days from the date the Detainee Request Form was completed by the detainee.
- 2.6 Where the detainee request is not approved, the Area Supervisor will document the reasons on the Detainee Request Form and return to the detainee on the day the decision has been made.
- 2.7 Where the detainee request is approved, the Admissions Officer must action a detainee request for in-possession property within seven (7) days from the date the form was received in the Admissions Area.
- 2.8 Valuables will be distributed in accordance with the Detainee Property – Valuables OP.
- 2.9 The Admissions Officer must retrieve and search the requested items from the detainee's stored property.
- 2.10 The Admissions Officer must update the detainee's property record to reflect the request. The officer will generate a Property Indemnity Form.
- 2.11 The Admissions Officer must notify the Area Supervisor when the property is ready for the detainee. The Area supervisor must collect the property from admissions to provide to the Unit Officer.
- 2.12 On the same day the property is collected from Admissions, the Unit officer must issue the Property Indemnity Form with the items requested for the detainee to sign. Prior to issue the Unit officer must conduct an audit of the detainee's in-possession property to ensure it does not exceed the detainee's entitlements as per the Detainee Property Policy.
- 2.13 If the maximum in-possession property limitations have been exceeded, the Officer must give the detainee the opportunity to select excess items to either be returned to storage or disposed of as per Detainee Property – Seizure OP and the Detainee Property – Collection, Disposal and Postage OP.
- 2.14 The property must only be issued if the detainee signs the Property Indemnity Form. The Unit officer must return the requested items to stored property if the detainee refuses to sign the form.
- 2.15 The Admissions Officer must update the detainee property record to reflect the returned items.
- 2.16 Where the detainee accepts and signs the Property Indemnity Form, the Unit Officer must also sign the form. The Unit Officer must then issue the requested items to the detainee.
- 2.17 The Unit Officer must upload the signed Property Indemnity Form to the detainee's electronic record.
- 2.18 The Unit Officer must file the Detainee Request Form and Property Indemnity Form in the detainee's file.

## RELATED DOCUMENTS AND FORMS

- Detainee Property – Seizure OP

- Detainee Property – Collection, Disposal and Postage OP
- Detainee Property Policy
- Incident Report Form
- Detainee Request Form
- Seizure Receipt
- Property Indemnity Form

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 ACT Corrective Services  
 25 February 2022

**Document details**

Criteria	Details
Document title:	<i>Corrections Management (Detainee Property – In Possession Property) Operating Procedure 2022</i>
Document owner/approver:	Deputy Commissioner Custodial Operations
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 and Operating Procedure Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	May-20	First Issued	C Justason
V2	November-21	First Revision	J Papadopoulos