

# Corrections Management (CTU Property) Operating Procedure 2022

Notifiable instrument NI2022–307

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 (CTU 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 operating procedure revokes the previously notified *Corrections Management (CTU) Operating Procedure 2022* [NI2022-220] and the previously notified *Corrections Management (Court Transport Unit – Detainee Clothing) Operating Procedure 2021* [NI2021-253].

Ray Johnson APM  
Commissioner  
ACT Corrective Services  
31 May 2022



<b>OPERATING PROCEDURE</b>	<b>Detainee Property – Court Transport Unit Property</b>
<b>OPERATING PROCEDURE NO.</b>	<b>D9.2</b>
<b>SCOPE</b>	<b>Court Transport Unit</b>

## PURPOSE

To provide instructions to staff on the documentation and storage of detainee property in the Court Transport Unit (CTU), as well as the issuing of clothing and footwear to detainees while at CTU.

## PROCEDURES

### 1. General

- 1.1. CTU officers must search and then take possession of a detainee's property at the ACT Watch House. CTU officers must confirm during their search that the property is as listed on the AFP or ACT Policing *Property Found on Prisoner form* provided. The property must be sorted and separated into valuable items and other items. Valuables are to be placed in a sealable valuables bag, and the other items are to be placed back into a canvas bag. The bags must be sealed and the seal numbers must be recorded on the *Property Found on Prisoner form*. The CTU officer must complete the 'verified by officer' section of the form.
- 1.2. The CTU officers must count all AUD currency held by the detainee. This currency must be sealed and recorded in a cash envelop and the seal number must be recorded on the *Property Found on Prisoner form*. Any currency that is not AUD must be sealed in the detainee's property. The seal numbers should be recorded on the *Property Found on Prisoner form*.
- 1.3. The CTU Monitor Officer must record all the property seal numbers on the *CTU Reception/Discharge register*.
- 1.4. The CTU Officer that conducted the search of the property must sign the 'verified by officer' section on two copies of the *Property Found on Prisoner form*. One copy must be given back to the AFP/ACT Police officer. The second copy, with property seal numbers recorded on it, must be placed onto the detainee's file and transported along with the property and the detainee to CTU.
- 1.5. If the detainee is granted bail, their property must be returned to them with the seal intact and unopened. This includes any currency, which must be opened by the detainee and counted in front of the CTU officer. Where a detainee has claim to missing property, they should be directed to the ACT Watch House.
- 1.6. If the detainee is remanded into custody, the CTU officer must conduct an itemised inventory of the detainee's property noting colour and brand of each item where available, and any distinctive markings or damage. If the inventory cannot be completed prior to the detainee being transported to AMC, the property must remain at CTU for processing and be sent to the AMC with the next available transport.

- 1.7. The CTU Officer must identify and seize any *Prohibited Things* and any other items that jeopardise the safety of a person, or safety at a correctional centre as per the *Detainee Property – Seizure Operating Procedure*.
- 1.8. Unhygienic items, including property stained with blood or bodily fluids, all consumables, opened toiletries, and unsealed tobacco must be disposed of as per *Detainee Property – Seizure Operating Procedure*.
- 1.9. Any items defined as valuable must be separated and itemised on the detainee’s property sheet and secured in a valuables bag.
- 1.10. All detainee property that is inventoried at the CTU must be recorded on the detainee’s electronic record by CTU officers.
- 1.11. After the detainee’s property has been itemised, the property will be placed in a sealed secure bag with a new seal number and stored in a secure location before transport to the AMC.

## **2. Property Left Behind at CTU**

- 2.1. Any property left in a cell when a detainee is discharged will be held at CTU for three (3) months. The CTU CO2 must ensure that the property officer sends a letter to the detainee’s last known address and notify them that they must collect their property from the CTU.
- 2.2. They must also be notified that if they fail to collect their property, it will be regarded as being abandoned in accordance with section 28 of the *Uncollected Goods Act 1996 (ACT)* and managed in accordance with the *Detainee Property – Seizure Operating Procedure* and the *Detainee Property – Collection, Postage and Disposal Operating Procedure*.

## **3. Detainees attending court from the watchhouse:**

- 3.1. Watchhouse detainees are not ordinarily issued prison clothing. However, in the interests of decency and ensuring detainees are in a fit and proper state to be presented in court, the CTU CO2 Area Supervisor must assess detainee clothing to determine suitability for court and can authorise clothing to be offered to the detainee. The original items of clothing must be recorded on the *Property Found on Prisoner form*, bagged and handed back to the detainee along with all other property returns.
- 3.2. Where the watchhouse detainee is granted bail and has changed into ACTCS clothing, CTU does not require the prison clothing to be returned.
- 3.3. When the detainee has been remanded into ACTCS custody, any issued clothing must be recorded on the detainee’s electronic record during the induction process.
- 3.4. Clothing issued must not contain any ACTCS branding.

## **4. Detainees attending court from AMC:**

- 4.1 AMC detainees must not be issued prison clothing whilst at the CTU. It is the responsibility of the detainee to ensure they are properly dressed for court, and all court clothing arrangements must be made in accordance with the with the AMC *Detainee Property Policy*.

**5. Clothing handed in by legal representatives and/or visitors:**

- 5.1. No clothing is to be accepted for detainees whilst at CTU. There may be occasions where a detainee is on a protracted trial and may request clean clothing for court. These requests must be referred to the AMC Senior Director Detainee Services for consideration.
- 5.2. CTU Officers must not accept or distribute any detainee property during their court appearances.

**6. Detainees at risk of suicide or self-harm:**

- 6.1. Detainees identified at risk of suicide or self-harm and/or actively self-harming whilst at CTU may be required to wear a safety smock as a last resort where authorised by the CTU Director.
- 6.2. All actions in relation to detainees at risk of suicide or self-harm must align with the Management of Detainees at risk of Suicide or Self-Harm Policy and the CTU Person at Risk Management Operating Procedure.

**RELATED DOCUMENTS AND FORMS**

- Detainee Property Policy
- Detainee Property – Seizure Operating Procedure
- Detainee Property – Collection, Postage and Disposal Operating Procedure
- Property Found on Prisoner Form
- CTU Reception/Discharge register
- Management of Detainees at risk of Suicide or Self-Harm Policy
- CTU Person at Risk Management Operating Procedure

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25 May 2022

## Document details

Criteria	Details
Document title:	<i>Corrections Management (Detainee Property – Court Transport Unit Property) Operating Procedure 2022</i>
Document owner/approver:	General Manager AMC, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Director CTU
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2021</i>

Version Control			
Version no.	Date	Description	Author
V1	June-20	First Issued	C Justason
V2	December-21	First Revision	J Papadopoulo
V3	May-22	Second Revision	J Papadopoulo