



<b>OPERATING PROCEDURE</b>	<b>Detainee Property – Valuables and Jewellery</b>
<b>OPERATING PROCEDURE NO.</b>	
<b>SCOPE</b>	<b>Alexander Maconochie Centre and CTU</b>

## STATEMENT OF PURPOSE

To provide instructions to staff on the safe receipt, recording, storage, and accountability of detainee's valuables, and the management of jewellery when remanded into custody.

## PROCEDURES

### 1. Definition

1.1. Valuables are identified as, but not limited to:

- watches
- mobile phones and accessories
- SIM cards
- jewellery
- wallets, including identity cards and bank cards
- cash
- passports.

### 2. Receipt of Valuables

2.1 Admission Officers or CTU Officers (depending on who first receives the detainee) must take a photo of the detainee's valuables (clearly visible) and upload the photo to the detainee's electronic record (*note: the requirement to take and upload photos will only be applicable once CORIS is operational*).

2.2 In recording valuables care must be taken when applying a descriptor to each item so that no value is ascribed to it. For instance:

- Gold coloured = yellow metal
- Silver coloured = white metal
- Gemstones = transparent/red/blue etc., cut stone.

2.3 The following information must be entered into the detainee's property sheet:

- a description of the item
- any serial numbers on the valuable items
- the condition of all items and
- the valuables box number and serial number on the plastic seal.

2.4 The Admissions Officer must secure valuables in a valuables bag and seal it with a plastic seal, entering the serial number on the detainee's property sheet. The valuables bag must be secured in the secure store.

2.5 Where possible, detainees should be present when the valuables are listed.

- 2.6 On receiving cash upon admission, the Admissions Officer must count the money, record it into a register held in the safe in the Admissions area and secure it in the ACTCS supplied yellow money envelope.
- 2.7 The Admissions Officer must send an e-mail to the Admissions staff on duty the next day to ensure the cash is collected by the CTU staff for Finance.
- 2.8 If the detainee is first met at CTU, then CTU Officers must count the money, record it into a register held in the safe until it is picked up by Finance Staff.
- 2.9 If an Admissions or CTU Officer find a credit or debit card in the detainee's possession that does not belong to them, the card should be referred to the Intelligence Unit, and an email sent to [ACTCS-Intelligence@act.gov.au](mailto:ACTCS-Intelligence@act.gov.au)

### **3. Accessing Valuables**

- 3.1 Detainees may request access to their valuables via a *Detainee Request Form*. If the request is approved, the valuables bag must be opened with the detainee present. This must be documented in a case note.
- 3.2 CO3s or higher must approve or deny a detainee's request for accessing jewellery. They must consider the risk factors associated with a detainee wearing excessive jewellery within a correctional centre.
- 3.3 Two correctional officers must be present where a detainee has requested access to their valuables bag but is unable to be present when they bag is opened. A case note must be completed, identifying the officers present, and record the reason why the bag was opened without the detainee's presence.
- 3.4 In circumstances where a valuables bag is required to be opened without the permission of the detainee, two correctional officers must be present. A *A2.F1: Incident Report Form* will be completed, identifying the reasons for breaking the seal.
- 3.5 Should any discrepancies be discovered, the Admissions Supervisor must immediately inform the Senior Director Operations via an *A2.F1: Incident Report Form*. The Senior Director Operations must also notify the detainee in writing.
- 3.6 Officers must check the contents of the valuables bag every time the seal is broken. Once a new seal is placed on the valuables bag the new serial number must be entered in the *Detainee's Property Sheet*.

### **4. Management of Detainee Jewellery**

- 4.1 A detainee is permitted to retain a maximum of one (1) plain ring such as a wedding band (no rings with jewels), One (1) religious necklace or plain necklace and one (1) plain or medical alert bracelet as in-possession property.
- 4.2 The Admissions Officer must record the jewellery maintained by the detainee as in-possession property on their electronic record and property list.
- 4.3 A detainee is not permitted to have jewellery delivered to the correctional centre. If a detainee has jewellery when entering the correctional centre, the detainee is permitted to request the items from their property by completing a *Detainee Request Form*.
- 4.4 If the Detainee Request Form application is supported by a CO3 or higher-ranking officer the jewellery must be issued on the condition the detainee signs a *Property Indemnity Form*, accepting all responsibility for the in-possession property.

- 4.5 When an officer identifies a detainee as having unapproved jewellery, the officer must give the detainee a lawful direction to remove the unapproved items.
- 4.6 The detainee must provide the officer with any jewellery that has been removed. The officer must record the jewellery on the detainee's electronic record.
- 4.7 The officer must generate a *Seizure Receipt* and handle the property in accordance with the *Detainee Property – Seizure OP*.

## 5. Reporting and Investigation of Invalid Seals

- 5.1 An invalid seal is one where the seal is found to be broken and not recorded or where the seal number does not match that recorded on the *Detainee's Property Sheet* stored on their electronic record.
- 5.2 Upon finding an invalid seal, the Admissions Supervisor must immediately inform the Senior Director Operations via an *A2.F1: Incident Report Form*. The Senior Director Operations must also notify the detainee in writing.

## RELATED DOCUMENTS AND FORMS

- Detainee Property Policy
- Detainee's Property Sheet
- A2.F1: Incident Report Form
- Detainee Request Form
- Detainee Property – Seizure OP
- Property Indemnity Form

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### Document details

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