



OPERATING PROCEDURE	Detainee Property – In Possession Property
OPERATING PROCEDURE NO.	D9.3
SCOPE	Alexander Maconochie Centre

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 must be issued with standard clothing and bedding items upon admission into the AMC.
- 1.2 For a full list of AMC-issued property, please see the *Property Allowance Matrix*

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(es), in accordance with the *Detainee Allowance Matrix*.
- 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
- Property Allowance Matrix
- Incident Report Form
- Detainee Request Form
- Seizure Receipt
- Property Indemnity Form

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Document details

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V2	November-21	First Revision	J Papadopoulo
V3	October-22	Second Revision	J Papadopoulo