



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

## PROCEDURES

### 1. General

- 1.1. CTU officers must take possession of a detainee's property at the ACT Watch House. CTU officers must confirm the property as listed via the AFP or ACT Policing 'Property Found on Prisoner' form provided. The property must be placed back into a canvas bag. The bag must be sealed and the seal number must be recorded on the 'Property Found on Prisoner' sheet. The CTU officer must complete the 'verified by officer' section of the sheet.
- 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 their property. The seal numbers should be recorded on the 'Property Found on Prisoner' form.
- 1.3. The CTU Monitor Officer must record all detainee property and currency 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 which is then 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 must be directed to the ACT Watch House.
- 1.6. If the detainee is remanded into custody, the CTU officer must conduct an inventory of the detainee's property noting colour and brand of each item where available, and any distinctive markings or damage. If time does not permit, 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 any Prohibited Things and remove them for disposal. Any items that jeopardise the safety of a person, or safety at a correctional centre will be seized of 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. After the detainee's property has been itemised, it must be placed in a sealed secure bag with a new seal number and stored in a secure location before transport to the AMC.
- 1.11. All detainee property that is inventoried at the CTU must be recorded on the detainee's electronic record by CTU officers.
- 1.12. 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 Team Leader must send 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.

## **RELATED DOCUMENTS AND FORMS**

- Detainee Property
- Detainee Property – Seizure OP
- Detainee Property – Collection, Postage and Disposal OP
- Property Found on Prisoner Form
- CTU Reception/Discharge register

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**Document details**

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