



OPERATING PROCEDURE	Detainee Property – Electrical Items
OPERATING PROCEDURE NO.	
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff on appropriate management of detainee electrical items.

PROCEDURES

1. Purchasing electrical items

- 1.1. A detainee may purchase additional electrical items in accordance with the *Incentives and Earned Privileges Policy* and *Detainee Trust Fund Management Policy*.
- 1.2. The detainee may purchase electrical items through Activities Buy-Up and Ad hoc purchase procedure.
- 1.3. Unit Officers must check a detainee's property list against any electrical item purchase order to ensure compliance with the Property Policy (i.e. only one of each electronic item to be kept by detainee, ensure that property limit is not exceeded etc).
- 1.4. The Senior Director of Operations must maintain a list of all electrical items available for purchase by the detainees.
- 1.5. Detainees on Basic or Standard IEP level may purchase a fan or kettle for in-possession property. Detainees on Enhanced level may also purchase a TV through Buy-Ups.

2. Recording detainee ownership of electrical items

- 2.1. Stores staff must tag and test all electrical items purchased by detainees prior to being issued.
- 2.2. Stores staff must mark purchased electrical items with a detainee's PID using a UV activated pen prior to being issued.
- 2.3. Stores staff must record the serial number on the tag as well as a description of the electrical item on the Detainee's property list on their electronic record before issuing the item.
- 2.4. Ownership of an electrical item must be determined by cross-referencing the serial number with a detainee's electronic record if the PID marking is not visible or has been tampered with.

3. Management of electrical items

- 3.1. ACTCS supplied electrical items must not be included in a detainee's in-possession property limitations.
- 3.2. The Stores staff must initially tag new electrical appliances. New appliances must then be re-tested and tagged every twenty-four (24) months. The re-testing and tagging must be arranged by the AMC Electrical Supervisor.
- 3.3. The Admissions Officer must ensure all electrical items are tagged prior to issuing to the detainee.
- 3.4. All electrical items must be checked for tampering or misuse by officers and managed according to the *Appliance Safety Check Flow Chart*.

- 2.5. Where an electrical item has been purchased by the detainee and the searching officer determines the item has been tampered with or misused, the electrical item must be returned to stored property and recorded as 'not to be issued'.
- 2.6. Detainees are not permitted to trade or gift electrical items to other detainees. When the searching officer finds an electrical item in the possession of another detainee, the electrical item must be placed in the original owner's admission property bin and marked "not to be issued". Where the original owner is no longer in custody the Admissions CO2 must manage the property in accordance with the *Detainee Property – Collection, Disposal and postage Operating Procedure.*

RELATED DOCUMENTS AND FORMS

- Incentives and Earned Privileges Policy
- Detainee Trust Fund Management Policy
- Detainee Property Policy
- Detainee Property – Collection, Disposal and postage) Operating Procedure
- Incident Report Form
- Detainee Request Form
- Seizure Receipt

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 ACT Corrective Services
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Document details

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Version Control			
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V1	May-20	First Issued	T Rust
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