



OPERATING PROCEDURE	Detainee Property - Cell clearance
OPERATING PROCEDURE NO.	S4.107
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff when clearing detainee property from cells.

PROCEDURES

1. General

- 1.1. Officers must print a copy of a detainee's property list before a cell search or clearance takes place. Officers must not use the other cell occupant to identify the detainee's property to be cleared.
- 1.2. Officers must immediately secure the cell where they are unable to do a clearance straight away. The unit officer must record the date and time the cell was secured in the unit logbook. A cell clearance must be done as soon as practicable to ensure no property is taken by other detainees.
- 1.3. Officers must search the cell while doing a cell clearance to ensure that contraband is not being inadvertently concealed or packed away with the property.
- 1.4. Officers must take all property to the Admissions secure storage on the day it is removed from the cell. This must be recorded in the accommodation area logbook.
- 1.5. Accommodation Unit officers must take the property of any detainee placed in CSU or Management Unit to Admissions for temporary storage.
- 1.6. Admissions officers will update their logbook to record property placed in the Admissions secure storage and when the property is reissued to the detainee or placed in stored property.

2. Administrative Responsibilities

- 2.1 Cell clearances must be conducted by two (2) officers.
- 2.2 Searching officers must complete the Cell Clearance Form, recording:
 - everything that is removed
 - property that is seized and
 - property that was not present at the time of the cell clearance but identified on the detainee's in cell property list.
- 2.3 The officers and detainee must sign the Cell Clearance Form on completion of the cell clearance.
- 2.4 Accommodation Unit Supervisors must ensure that the detainee is issued the Cell Clearance Form within 24 hours of the clearance being conducted.
- 2.5 The officers must:
 - record on the Cell Clearance Form that a detainee is unable to, or refuses to sign
 - make a note on the Cell Clearance Form where a detainee claims property is missing

but the property was not identified during the cell clearance

- scan and upload the Cell Clearance Form to the detainee's electronic record system
- send the Cell Clearance Form to the unit holding the detainee's file
- make a copy of the completed Cell Clearance Form and leave it with the property if it is being stored.

2.6 Officers must ensure that all items seized during the cell clearance are documented in accordance with the Detainee Property – Seizure Operating Procedure.

2.7 All clothing, bedding and other miscellaneous items belonging to ACT Corrective Services must be returned for recirculation.

RELATED DOCUMENTS AND FORMS

- Detainee Property Policy
- Detainee Property – Seizure Operating Procedure
- Cell Clearance Form

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ACT Corrective Services
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Document details

Criteria	Details
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Version Control			
Version no.	Date	Description	Author
V1	September-20	First Issued	T Rust
V2	December-21	First Revision	J Papadopoulo