



OPERATING PROCEDURE	Detainee Property – Stored Property
OPERATING PROCEDURE NO.	
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to staff on the documentation and storage of detainee property.

PROCEDURES

1. Admissions

- 1.1 Upon admission, the Admissions officer must issue a detainee with a standard size box for their stored property. The box must contain the detainee's name and PID.
- 1.2 All items of property will be searched prior to being placed in storage.
- 1.3 The Admissions officer must separate the valuables bag and place this in the secured location in accordance with the Detainee Property – Valuables Operating Procedure.
- 1.4 The detainee must be issued with standard issue items defined under the Detainee Property – In-Possession Property Operating Procedure.
- 1.5 A detainee may request court clothes to be laundered for court attendance. This request must be completed in accordance with a Detainee Request Form at least seven days prior to the clothing being required/court date. The Admissions officer must arrange for the items to be cleaned by the Laundry Officer.
- 1.6 The Admissions officer must store all stored property in the allocated storage box, which must be kept in a secure location and sealed with a plastic seal. The serial number must be documented on the detainee's property sheet.
- 1.7 No unauthorised, perishable, or unhygienic articles will be stored by the prison. Detainees may elect to dispose of the items or arrange collection as per Detainee Property – Collection, Disposal and Postage Operating Procedure.
- 1.8 Where the detainee's property exceeds the stored property allocation, the Admissions Supervisor will notify the detainee in writing. The detainee is required to arrange collection, postage or disposal of these items within four (4) weeks, or these items will be managed in accordance with Detainee Property – Seizure Operating Procedure and the Detainee Property – Collection, Disposal and Postage Operating Procedure.
- 1.9 Where an offender is admitted to ACTCS custody under section 30 of the Corrections Management Act 2007 (ACT), all property in the offender's possession must be receipted from ACT Policing and held as stored property. Any currency in their possession must be recorded on entry and stored in the Admission's safe. All property and currency must to be taken to CTU for the section 30 detainee's next court appearance.

2. Access to Stored Property

- 2.1 Detainees may request to access stored property via a *Detainee Request Form* for the following reasons:
- in accordance with the *Incentives and Earned Privileges Policy* - increase in privileges allowing access to more items
 - to retrieve an item they are lawfully allowed to possess, i.e. legal documents
 - to access specific items such as their mobile phone or wallet to obtain important information such as phone numbers, personal information etc.
 - to swap an item currently held as in-possession property.
- 2.2 Admissions must respond to requests for access to stored property within ten (10) business days from the date the request is received. Where the request is granted, Admissions must arrange for the detainee to attend.
- 2.3 Once sealed, stored property should not be opened without the detainee being present. In circumstances where this is not practicable, two officers may break the seal, and a case note must be generated identifying the staff in attendance and the reason for breaking the seal.
- 2.4 Officers must confirm the contents of the stored property each time a seal is broken and record that they have done so on a case note in the electronic record system.
- 2.5 If a discrepancy is discovered, the Admissions Supervisor must immediately inform the Senior Director Operations via an *A2.F1: Incident Report Form*.
- 2.6 The new seal number must be noted on the *Detainee's Property Sheet*.
- 2.7 Only Admissions officers may access stored property unless authorised by the Senior Director Operations in writing.
- 2.8 If ACT Policing require access to a detainee's property, or seize any detainee's property, a legal authority must be provided to the Admissions Supervisor by ACT policing officers. Where possible the detainee should be present when ACT Policing access the detainee's property. The ACT Policing property receipt for the seized property is to be provide to the detainee and a copy uploaded to the detainee's electric records system.

3. Exceptions to stored property volumes

- 3.1 Legal documents, or any other items that are considered essential to a detainee for legal reasons, which exceed the storage box limits, may be kept in storage for as long as the proceedings that require them. Once all legal proceedings have ended, any detainee wishing to keep their legal paperwork on site must make a request to do so on a *Detainee Request Form* to the General Manager (GM).
- 3.2 Where a detainee has a legitimate reason to continue to retain stored property in excess of their entitlement, or where they have been unable to dispose of any excess items, they may request in writing permission to retain the property from the GM.

RELATED DOCUMENTS AND FORMS

- Detainee Property Policy

Corinne Justason
 Deputy Commissioner Custodial Operations
 ACT Corrective Services
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Document details

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Version Control			
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V2	December-21	First Revision	J Papadopoulo