

Custodial Operations Policy and Procedures

4.1 Property on reception

Policy summary

On being received into a correctional centre, an inmate must surrender to a receiving officer all property that is in their possession. All property must be thoroughly searched, and all contraband or unauthorised property must be confiscated and properly disposed of. Any money is to be placed into the inmate's private account.

All property that may be issued to an inmate should be issued on reception. Property that may not be issued to the inmate must be stored and issued to the inmate on release or transfer. The type and amount of property in storage is limited.

Management of Public Correctional Centres Service Specifications

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| Service specification | Safety and Security Professionalism and Accountability |
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW. It also applies to all CSNSW employees, and where relevant to other personnel such as, Justice Health & Forensic Mental Health Network (JHNSW), contractors, subcontractors, and visitors.

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1 Receiving property from NSW Police

1.1 Policy

When receiving an inmate from Police, any Australian currency is recorded and placed into an *Inmate Money Bag* and deposited into an inmate's account when received into a correctional centre. Any foreign currency is recorded on an *Inmate Property Docket* and placed into an *Inmate Valuables Bag*. An inmate may make a request at the correctional centre to have the foreign currency exchanged into Australian currency and deposited into their account.

Large items such as laptops, suitcases, backpacks, handbags are not accepted from Police. A *Police Property Docket* listing these items is completed by police and placed into the *Inmate Property Bag*. Any illegal items such as, weapons, syringes, and illicit substances are not accepted and must remain with police.

Prescribed medication may be accepted, along with any prescription, and noted on the *Court Property Docket*. The medication and prescriptions will be handed to JH&FMHN staff upon reception at the correctional centre.

The Authorised Officer must confiscate and destroy any opened or unsealed toiletry products, all tobacco containers or packets and smoking related items received with an inmate.

Prior to being transferred to a correctional centre for initial reception, an inmate must be asked to nominate a family member or other person to collect any valuable property or other items. The nominated person may collect the property from custodial staff at the court prior to the inmate's transfer to a correctional centre. If the nominated person fails to collect the property, it is transferred to the correctional centre with the inmate.

1.2 Procedures for transfer of property from police

| | Procedure | Responsibility |
|----|---|---|
| 1. | Thoroughly search all inmate property received from police. Confiscate any identified contraband and manage/dispose of in line with COPP section 4.6 Confiscated, unclaimed and disposal of property. Note: It is not to be assumed that arresting police have thoroughly searched the property prior to it arriving. | Authorised receiving officer court cells |
| 2. | Check each property item and any money against the <i>NSW Police Property Docket</i> and <i>NSW Police Transfer Note</i> . Both officers print name and sign <i>Police Property Docket</i> beside each notation made. If there are any discrepancies, request Police to print new docket aligning with property being handed over. | Authorised receiving officer court cells NSW Police officer |

| | Procedure | Responsibility |
|----|---|---|
| 3. | <ul style="list-style-type: none"> List each property item clearly on the <i>Court Property Docket</i> note the location receiving the inmate from print name and sign | Authorised receiving officer court cells |
| 4. | <p>Transfer all accepted property items into an <i>Inmate Property Bag</i></p> <ul style="list-style-type: none"> transfer any Australian currency received into the <i>Inmate Money Bag</i> record the inmate's details, <i>Court Property Docket</i> number and receiving location on the <i>Inmate Property Bag</i> and <i>Inmate Money Bag</i>. Sign the <i>Police Transfer Docket</i> <p>Note: Only one <i>Inmate Property Bag</i> to be used for each fresh custody inmate.</p> | Authorised receiving officer court cells |
| 5. | Separate and store all valuables in 'identified for purpose' pouches, seal with a numbered security label then secure in safe or other secure valuables storage unit in accordance with local operating procedures. | Authorised receiving officer court cells |
| 6. | <p>Store all property as listed in an individual canvas bag and seal with a numbered security label and record the serial number/s on the <i>CSNSW Property Docket</i>.</p> <p>Two officers must be present when seals are applied, and both must sign the property docket.</p> | Authorised receiving officer court cells (plus one other officer) |

If property that has been sealed needs to be retrieved at the request of an inmate, it must be done in the presence of two officers. The number of the approved inmate request must be entered into the comments field of OIMS. The remaining property is to be resealed with a new security seal in the presence of the two officers, who are required to record the new seal number(s) on the property docket. Both officers must sign the property docket again.

Metropolitan Transport Staff Only

Escort Officers must ensure that any cash from inmates who are placed into the MRRC, Parklea and Silverwater Women's Correctional Centre is to be placed in the drop safe at 1 Post, William Morrow Building. The inmate's details must be entered in the book provided, signed by the escorting officer and witnessed by OIC 1 Post. The escorting officer is to ensure that the running sheet is also signed by the OIC 1 Post prior to the money being placed into the drop safe.

1.3 On reception at correctional centres

On transfer to a correctional centre from court or court cell complex, no property is to be accepted from a Court Escort Security Unit (CESU) officer by the reception/property officer without an itemised *Court Property Docket*.

All property must be searched before issue to the inmate or placement in storage.

All property that may be issued to the inmate should be issued on reception, including **COPP 8.16 Offender Tablets** (OTABs), **sections 2.4 and 2.5**. The OIC may only withhold issue of property at the time of reception because of high workload or concerns for the safety of the inmate. Accommodation managers must determine the amount of property issued to inmates consistent with the limits established by COPP section **4.2 Property kept in cell**.

All property stored in the reception room, with the exception of court clothes stored in a hang-up, is to be stored in containers secured by a numbered seal with the number recorded on OIMS.

1.4 Correctional centre property reception procedures

| | Procedure | Responsibility |
|----|---|--------------------|
| 1. | Check all property items against those listed on the Court Property Docket. | Authorised Officer |
| 2. | If there is no difference between the <i>Property Transfer Sheet</i> and the property that is received, endorse the sheet, and return the original copy to the escorting officer. If there is a difference, follow steps 3 and 4 below. | Authorised Officer |
| 3. | If there is a difference between the <i>Property Transfer Sheet</i> and the property received, the difference must be noted on both copies of the <i>Transfer Property Summary Report</i> before endorsement. | Authorised Officer |
| 4. | Immediately inform the inmate of the discrepancy and, if necessary, commence dispute resolution procedures in COPP section 4.3 Management of stored property . | Authorised Officer |
| 5. | Conduct a thorough search of all the inmate's property. | Authorised Officer |
| 6. | Confiscate any property that is contraband or a risk to security or safety. | Authorised Officer |
| 7. | Itemise and record all private property in accordance with subsection 2.2 <i>Data entry and records</i> | Authorised Officer |
| 8. | Issue all property that can be issued to the inmate, including COPP 8.16 Offender Tablets (OTABs), sections 2.4 and 2.5. | Authorised Officer |
| 9. | For property that cannot be issued and must be stored, put items in a container secured by a numbered seal. Clearly label: | Authorised Officer |

| | Procedure | Responsibility |
|-----|---|--------------------|
| | <ul style="list-style-type: none"> inmate's name MIN storage location identification; and container identification number | |
| 10. | Generate an <i>Inmate Property Record</i> | Authorised Officer |
| 11. | Ensure the inmate signs the <i>Inmate Property Record</i> , and the indemnity for property given to the inmate in the presence of a processing officer. | Authorised Officer |

1.5 Drug court inmates

The following procedures apply to inmates in custody because of a sanction by the Drug Court:

| | Procedure | Responsibility |
|----|---|--------------------|
| 1. | Do not issue drug court inmates or inmates serving a sentence of less than 30 days with any personal property. | Authorised Officer |
| 2. | Manage all other property in accordance with this policy. | Authorised Officer |
| 3. | Record excess property in the property item description field as 'Qty clothing/Misc. property'. Secure such property with a numbered security seal in the presence of the inmate. Excess property is not to be made available for issue or inspection until the inmate is discharged. | Authorised Officer |

1.6 Valuable and general property

The Authorised Officer may categorise property as valuable or general. Irrespective of the inmate's opinion, where the Authorised Officer believes any item is valued in excess of \$50, it is valuable property and is not to be issued to the inmate.

Valuable property also includes:

- any identification document issued by a Government agency
- birth, death, or marriage certificates.
- anything that has monetary value or that may be converted into an equivalent cash value, or may be used to obtain cash or any service (this includes any property that has potential monetary value e.g. lottery tickets, cab charge docket, cheques, signed withdrawal forms)

General property means all other property.

As soon as possible after entering custody, inmates must be told to entrust valuable property to family, friends, a legal representative, or another community representative, if possible.

Where there is no possibility of sending valuable property out of the centre, the Authorised Officer may store the property, or the Governor/OIC may allow the inmate to make alternative arrangements e.g. allow the inmate's family to obtain a safe deposit box at a bank. The Governor/OIC is not authorised to pay for the rent of safe deposit boxes for inmates. CSNSW is not responsible to facilitate the retrieval of any property kept in a safe deposit box when an inmate is released.

2 Inmate property store/reception responsibilities

2.1 OIC Property Store/Reception

The duties of the OIC Property Store/Reception are:

- the adjudication of inmate requests concerning private property
- to ensure all OIMS property module entries from the inmate property store/reception room are accurate and current
- to make recommendations in the drafting or amendment of any local operating procedures (LOPs) that involves inmate property at a correctional centre
- to receive and transfer all inmate property
- the timely and accurate processing of all inmate private property
- the safe custody of all stored items
- ensure the safe handling, control and accountability of cable ties used in the reception room/property store, with the goal of preventing inmate access to cable ties.

The OIC Property Store/Reception may delegate any of these duties to an officer assisting in the inmate property store/reception room but remains responsible for the performance of those duties.

Decisions about private property made by the OIC Property Store/Reception may be appealed to the Governor/OIC of the centre.

Senior managers may not direct the OIC Property Store/Reception to act contrary to this policy.

2.2 Data entry and records

The OIMS *Property module* is the only system to be used for the management of inmate property records and transactions. Unless otherwise specified in this policy and procedures, all inmate property and every property transaction is to be recorded on OIMS.

Wherever possible, when an inmate is received:

- all data entry on OIMS must be completed before the inmate leaves the inmate property store/reception room
the relevant *Transaction/Disposal Report* is generated (e.g. *Disposed Inmate Property Report/Inmate Property Transaction Report*) and the inmate signs each report. The authorised officer also signs, and must enter their serial number.

2.3 Property categories

- Personal property that may be issued to the inmate but does not need to be recorded in OIMS, such as consumables of little value, newspapers and magazines, paperback books, personal letters etc.
- Personal property that may be issued to the inmate and must be recorded on OIMS. Whenever possible these items should be issued to the inmate on reception to minimise the need to open sealed containers stored in the reception room. These include a plain wedding band, wristwatch, earrings/sleepers (but nothing of greater than \$50 in value).
- Valuable Property is property which must be recorded and tracked on OIMS but which cannot be issued for use in a correctional centre. Each movement of these property items will be recorded on OIMS providing a transaction history.
- Non-valuable property which cannot be issued to the inmate and must be recorded on OIMS, such as court clothing.

3 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related Documents](#)

4 Definitions

| | |
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| COPP | Custodial Operations Procedures Manual |
| OIC/Authorised Officer | The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Operations Policy and Procedures |
| OIMS | Offender Integrated Management System |
| Offender Tablet (OTAB) | Offender Tablets (OTAB) issued by Corrective Services NSW with specified functionality for distribution to inmates for use in cell (not to be confused with tablets issued by JUST Connect for the purposes of viewing legal briefs). |

5 Document information

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| Business centre: | Custodial Operations | |
| Approver: | Dr Anne Marie Martin (Deputy Commissioner Security and Custody) | |
| Date of effect: | 22 June 2023 | |
| EDRMS container: | 18/7116 | |
| Version | Date | Reason for amendment |
| 1.0 | 22/06/23 | Initial publication (<i>Replaces section 9 of the superseded Operations Procedures Manual</i>). |
| 1.1 | 09/08/24 | Reference included in subsection 1.3 <i>On reception at correctional centres</i> regarding Offender Tablets (OTABs). Refer to Deputy Commissioner's Memorandum 2024/31. |