Under review

This policy and its associated procedures are under review and will be published in 2018. Until then, correctional centres are to manage inmate property as per the Operations and Procedures Manual, section 9 Inmate property, which has been included below for reference.

Centre management in Rapid Build correctional centres and others under Benchmarked operations must ensure that all responsibilities have been allocated to meet operational needs in Local Operating Procedures (LOPs).

For any enquiries in relation to this policy please contact Custodial Operations on: COPP@justice.nsw.gov.au
SECTION 9 INMATE PRIVATE PROPERTY

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## INMATE PRIVATE PROPERTY

### SUMMARY PAGE

| Policy Overview | This policy provides a consistent, effective, and efficient method of managing inmate private property by controlling the amount of property inmates may have or store in any CSNSW location. Inmate property store/reception room staff are responsible for the safe custody of stored inmate private property, recording of property transactions on the Offender Integrated Management System (OIMS), and for the timely and accurate processing of all inmate private property. |
| Purpose | This policy defines what property inmates may keep, store and receive when in any place of detention, and establishes procedures to enable the manager/OIC of the inmate property store/reception room to manage inmate property. |
| Scope | This policy applies to all correctional centres, places of detention and to all employees and authorised visitors that work within or visit such centres or places of detention. |
| Strategic Focus | CSNSW Business Plan  
*State Priorities – NSW Making it Happen*  
Department of Justice Strategic Plan |
| Legislation | *Crimes (Administration of Sentences) Regulation 2014*  
*Crimes (Administration of Sentences) Act 1999* |
| Related Policies | Operations Procedures Manual: Sections 3, 5, 6, 7 10 & 11 |
| Definitions |  
**abandoned property** | Property that has been unclaimed after 3 months from the time of the owner's release, escape, or death, or where there is no known owner. |
| **approved volume** | The amount of private property an inmate may have in their possession, or stored, is determined by the approved volume. This in turn is determined by an inmate's imprisonment status and length of sentence. |
| **excess property** | Property in excess of the approved volume. |
| **civil inmate** | An inmate who is being held in custody otherwise than because of a criminal offence. |
**INMATE PROPERTY STORE/RECEPTION ROOM RESPONSIBILITIES**

**Manager/OIC**

The manager/OIC of the inmate property store/reception room is acknowledged to have superior skills in the operation of the Offender Integrated Management System (OIMS) property module and the provisions of the inmate private property policy.

The manager/OIC is bound by and must comply with all the provisions of this policy and procedures.

The duties of the manager/OIC 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 participate in the drafting or amendment of any local procedure that involves inmate private 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.

The manager/OIC 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 manager/OIC may be appealed to the General Manager.

Supervisors and managers may not direct the manager/OIC of a reception room/inmate property store to act contrary to this policy.

In all circumstances where a person in custody is received at a court cells complex the OIC is responsible to carry out any of the duties of the manager/OIC of an inmate property store/reception room.

**Data entry and records**

The OIMS property module is the only electronic system to be used for the management of inmate private property.

Unless otherwise specified in these procedures, all inmate private property and every property transaction are to be recorded on the OIMS.

Wherever possible, when an inmate is received or transferred, all data entry on OIMS must be completed before the inmate leaves the inmate property store/reception room.

A Transaction/Disposal Report must be generated from OIMS for all transactions. The manager/OIC, one officer assisting, and the inmate must sign each report.

Whenever unaccompanied property containers are transferred to any other location, the manager/OIC, one officer assisting, and one officer receiving the property for transfer must sign a Transfer Report generated from OIMS. A copy is to be retained in the inmate property store/reception room.

In the event of a system failure property must be manually recorded and transferred to the OIMS as soon as possible. Manual recording forms must be designed to include all data entry fields of the OIMS Register Property screen.

**Property to be entered on OIMS**

The recording of inmate private property on the OIMS is determined by the type of property received by or in the possession of the inmate.

1. **Property which is to be recorded on the OIMS and then can be issued to the inmate for their personal use.**

**Consumable and personal items of value to the inmate.**

This property is recorded and then issued to the inmate who is then responsible for
its security. This type of property includes:

- consumable and personal items of value to the inmate
- diary/address book/planner (not including electronic items)
- education course materials (not including hard cover books, calculators, computers)
- electrical items
- electronic language translators
- footwear
- hard cover books
- items received with the inmate on initial reception which were able to be issued to the inmate or were destroyed
- legal documents and tapes for current legal procedures
- spectacles
- sunglasses.

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.

2. **Property which must be recorded and tracked on the OIMS but which cannot be issued for use in a correctional centre.**

**Property that has a value.**

This property is recorded and kept in the inmate’s storage tubs, canvas bag and valuables bag. This type of property includes:

- any item that has a value and is not included on a previous list
- cards that are used to obtain a service or access any financial account
- foreign banknotes and coins not converted to Australian currency
- identification cards
- jewellery (other than a wedding band or a religious item)
- legal documents and tapes for legal procedures not affecting the inmate’s custody
- mobile phones
- private clothing
- tickets.

Each movement of these property items will be recorded on the OIMS providing a transaction history for each item.

3. **Property not to be recorded on the OIMS.**

**Consumable items of little value.**

These items are commonly swapped or disposed of by inmates making accurate recording impossible. Receipt of these items is only recorded on *Private Cash Purchase Sheets* or *Inmate Private Property* receipts.

This type of property includes:

- consumable items of little value
- consumable art & craft, hobby items i.e. raw materials
• magazines
• newspapers
• paperback books
• personal papers/letters
• photos
• plastic thongs (footwear)
• socks
• stationery (including pens, pencils)
• underwear
• grocery buy-up items.

All property, whether it is or is not recorded on the OIMS, will remain subject to the volume and quantity restrictions specified below.

**Initial reception procedures**

Whenever a person is received into custody, the OIC, or the most senior officer present, is responsible to ensure that all property, valuables, and monies received with the person are recorded on a property docket at the earliest opportunity. Under no circumstances is a person to be transferred from any location where they were first received into custody without an official record of their property.

Whenever an inmate is received at a correctional centre the manager/OIC of the inmate property store/reception room is responsible for checking each of the items detailed on the transfer document in the presence of the escorting officers.

If there is no difference between the Property Transfer Sheet and the property that is received the manager/OIC is to endorse the sheet and return the original copy to the escorting officer.

If there is any difference between the Property Transfer Sheet and the property that is received, the difference must be noted on both copies of the **Transfer Property Summary Report** before the manager/OIC and escorting officers endorse it. The inmate must be informed immediately of the discrepancy.

If an error is discovered when an inmate is received from another agency, the receiving manager/OIC of a reception room/inmate property store must report any discrepancies to their General Manager/supervisor.

**The following are minimum reception requirements.**

1. All property must be searched when first received and prior to issue and/or storage.
2. Any property that is a risk to security or safety is to be confiscated.
3. As soon as possible after entering custody, all private property belonging to an inmate is to be itemised and recorded on the OIMS.
4. Whenever an inmate is transferred all property recorded on the OIMS is to be verified. There is no need to open a storage tub or valuables pouch with an intact CSNSW seal that corresponds with the OIMS record unless there is damage to the tub or pouch.
5. All property of inmates subject to transfer to any maximum or medium security
facility will be x-rayed prior to escort and upon reception at the receiving centre, where the device exists.

6. In all circumstances where a storage tub seal is damaged or missing, the contents of the container are to be verified against the OIMS record.

To minimise the workload of the inmate property store/reception room staff, and to reduce the number of OIMS property transactions at a correctional centre, all property that can be issued to an inmate is to be issued at initial reception. Access to property after reception is to be strictly limited to weekly access by appointment, subject to the convenience of staffing and routine.

The manager/OIC of the inmate property store/reception room may withhold issue of property at the time of reception because of workload or concerns about the inmate.

7. 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. Containers are to be clearly labelled with the inmate's name, MIN, storage location identification, and container identification number.

8. An Inmate Property Record is to be generated at the time of reception. The report and an indemnity for any property given to the inmate must be signed by the inmate and witnessed by the processing officer.

Inmates serving sentences of 30 days or less and inmates sanctioned by the Drug Court

The following procedures will apply to the processing of private property for an inmate serving a sentence of up to 30 days, and who has no other detainers. This section also applies to inmates in custody because of a sanction by the Drug Court:

- drug court inmates will not be issued with any personal property
- all other property will be managed according to this policy
- excess property may be recorded in the Property Item Description field as 'Qty Clothing/Misc Property' (all such property is to be secured by a numbered security seal in the presence of the inmate and is not available for issue or inspection until the inmate is discharged)
- if the inmate’s imprisonment status changes to a sentence in excess of 30 days, property will be managed according to this policy.

Note: This procedure is a minimum requirement for the description and recording of an inmate’s property. Staff may choose to itemise and record all property received with the inmate.

Property acquired in custody

Note: Published materials delivered to inmates must not contain material that is indecent, obscene, or offensive. Inmates are not permitted to acquire property in custody, from whatever means, that is of a type prohibited by Clause 45 of the Regulation or this policy. Inmates may not increase their stored and issued property so that it exceeds the limits established under this policy.

Delivered by visitors

The OIC of a correctional centre gate and the OIC of a contact visits centre room must display a public sign showing the type of property that will be accepted from
visitors.

All property delivered by visitors is to be recorded on an inmate property receipt by:

- the officer in charge of the gate, or
- by the officer in charge of visits, or
- by an officer under their supervision.

1. **All inmates**

Inmates may receive only the following items from visitors:

- audio tapes and videos relating to legal matters affecting their custody
- legal papers relating to current legal matters
- newspapers and magazines in a language other than English that are not otherwise available through the buy-up
- unframed photos, not contained in albums
- new socks
- new underwear including singlets and thermal underwear (not including boxer shorts).

Unless otherwise specified, the above items may be accepted without prior approval.

2. **Female inmates.**

Female inmates may receive tracksuits that meet the clothing specifications.

Prior written approval from the manager/OIC of the inmate property store/reception room must be obtained before the tracksuits will be accepted.

3. **Private clothing**

This clothing is not for issue and not to be worn in any correctional centre.

Private clothing may be delivered to a correctional centre for:

- court appearances
- approved short-term leave
- external education or employment programs and
- prior to discharge or deportation.

Remand inmates are permitted to receive an additional set of private clothing without written approval. Further sets of clothing will only be accepted by one-for-one exchange of stored clothing approved by the manager/OIC of the inmate property store/reception room.

Clothing valued in excess of $300 must be sent out of the centre as soon as possible.

4. **Identification**

Persons delivering clothing or property to a correctional centre must provide proof of identity, current residential address and state their relationship to the inmate.

5. **Property receipts**

All property delivered for an inmate must be recorded on a private property receipt that is then attached to the property.

When any item is delivered to an inmate, they must endorse the private property
receipt.

When recordable items are delivered to the inmate property store/reception room, the manager/OIC will record the property on the OIMS property module and then generate an Inmate Property List for endorsement by the inmate.

Endorsed private property receipts and endorsed copies of the Inmate Property List must be filed in the inmate property store/reception room.

Inmates are not to receive or have access to stored private property unless they have endorsed the inmate property list prepared when the property was entered on OIMS.

6. General

It is the responsibility of the officer receiving the property to ensure the property complies with this policy.

Notices informing visitors of the type and quantities of property items that may be left for an inmate are to be displayed at all correctional centres.

If the manager/OIC of reception room/inmate property store is unable to supply clothing for inmates who are grossly obese, s/he may accept new items of clothing for the inmate from a family member, friend, or community support organization.

Delivered by post or common carrier

Inmates may not receive by mail or common carrier, any property that does not comply with this policy.

Inmates in the custody of the Drug Court may not receive property delivered by post or by a common carrier.

Before requesting that any property be delivered by post or by a common carrier to any correctional centre, inmates must first obtain the approval of the manager/OIC inmate property store/reception room.

The manager/OIC, inmate property store/reception room, may only approve the delivery of property that complies with this policy.

1. Property receipts

Inmate property receipts must be issued for all property received by post or common carrier. The receipt is given to the inmate and it is their responsibility to forward the receipt to the sender.

2. Returned property

When property that cannot be received, issued, or stored is delivered for an inmate, it is to be returned to the sender. The copy of the property receipt issued to the inmate is to be endorsed, and a reason given as to why it was returned.

If there is no return address and the inmate refuses to identify an address for return, the property is to be sent to the inmate’s nominated next of kin. If an inmate does not have sufficient funds to pay for postage of their property, the General Manager/manager of a correctional centre may approve partial or complete payment of this expenditure.

The General Manager may authorise disposal of excess property to an inmate’s next of kin.
Property obtained from inmate buy-up and other purchases

Before inmates order approved items from activities officers, inmate services and programs staff, and canteen contractors, they must obtain approval from the manager/OIC inmate property store/reception room.

Recordable property obtained from buy-ups or other purchases are included in and are not additional to the approved inmate property volume and quantity limits.

Recordable items obtained from the inmate canteen, inmate services and programs staff, or any other purchases must be issued by the manager/OIC inmate property store/reception room after they are recorded on the OIMS.

Under no circumstances are OIMS entries to be made about recordable items unless the item is physically inspected at the time of the entry by reception room/inmate property room staff.

Whenever recordable items are issued to an inmate, a revised inmate property list is to be issued to the inmate.

Inmate property store/reception room operations

Inter-centre transfer

Wherever possible, an inmate’s property is to be prepared for transfer 24 hours prior to the expected time of departure.

When notified that an inmate is to be transferred to another centre, the manager/OIC of the inmate property store/reception room must:

- specify a time for the inmate to deliver all of the property issued to them at the inmate property store/reception room (inmates may keep sufficient toiletries, nicotine replacement therapy (NRT) lozenges, socks and underwear for overnight use. These are the only items that can be placed into a carry-on bag at transfer)
- advise the inmate that they may retain sufficient prescribed medication to last until escort departure. The balance is to be returned with their property to Inmate Property Store. JH&FMHN will advise if an inmate requires medication during escort. The OIC escort will determine whether the medication will be carried by the inmate or be retained by the escorting officers who will dispense it at the intervals determined by JH&FMHN
- ensure that an inmate's property does not exceed the volume specified in this policy and
- ensure all property to be transferred is available for loading at the appointed time for the escort.

Excess property must not be transferred to another centre but must be disposed of before an inter-centre transfer.

Unless authorised by the manager/OIC, any property brought to the inmate property store/reception room by the inmate immediately prior to transfer, will be considered excess property. No other items will be accepted on the day of transfer. Property issued to the inmate that does not or cannot be returned to the property store/reception room prior to transfer is to be disposed of to the General Manager, and recorded on the OIMS as excess property with the notation not returned to
The current version of this document is maintained on the Custodial Operations Policy & Procedures Intranet page.

reception room prior to transfer recorded in the comments field.

The CSNSW will not carry excess or confiscated property between centres after the inmate has been transferred.

Only property recorded on the OIMS is to be transferred with an inmate. The manager/OIC of the inmate property store/reception room may authorise the transfer of non-recorded food and toiletry items. Inmates are not entitled to any additional storage tubs to facilitate the transfer of non-recorded food items.

Without exception, the contents of each storage container must be those items recorded on the OIMS.

Whenever inmates are transferred, all of their property must be sent with them. Transport officers are authorised to decline property in excess of the approved property entitlements.

An inmate may request storage of their property at a centre from which s/he is being transferred. The General Manager or the manager/OIC of the inmate property store/reception room may give permission to store the property if it is confirmed the inmate will return to that centre within 3 months, and storage space is available. Any property that is not transferred must be returned to its storage location before the inmate is transferred.

If it becomes known that the inmate will not return to the centre at which their property is stored, s/he must make application for the property to be transferred to their current location.

Inmates with stored property at one centre are not eligible to obtain recordable property at the centre to which they are transferred.

The Inmate Property for Escort report is to be prepared in triplicate and endorsed as follows:

<table>
<thead>
<tr>
<th>Sending Manager/Officer in Charge</th>
<th>Transport officer</th>
<th>Receiving Manager/Officer in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Duplicate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Triplicate</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Original: Filed at transferring inmate property store/reception room
Duplicate: Filed at Court Escort and Security Unit
Triplicate: Filed at receiving inmate property store/reception room

One additional copy of the duplicate must be made for connecting escorts.

All property must be transferred in containers secured by a numbered security seal.

**Connecting transfers**

If it is necessary to transfer an inmate between transport vehicles, the following procedures apply.

Before handing over responsibility for sealed containers or valuables bags, the
transport officer handing over the property must:
   identify all containers/bags listed on the Inmate Property for Escort report
   verify that all seals are intact
   verify that all containers are intact.

When accepting responsibility for sealed containers or valuables pouches, the transport officer receiving the property must:
   verify that all seals are intact
   verify that the seal numbers are identical with the numbers recorded on the Inmate Property for Escort report
   verify that the container is intact.

Recorded property must not be transferred in unsealed containers.

For connecting transfers, the Inmate Property for Escort report is to be prepared in quadruplicate and endorsed as follows:

<table>
<thead>
<tr>
<th></th>
<th>Sending Manager / Officer in Charge</th>
<th>Transport Officer 1</th>
<th>Transport Officer 2</th>
<th>Receiving Manager / Officer in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicate A</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Duplicate B</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Triplicate</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
</tbody>
</table>

Original: Filed at transferring inmate property store/reception room
Duplicate A: Filed at Court Escort and Security Unit by first transport officer
Duplicate B: Filed at Court Escort and Security Unit by second transport officer
Triplicate: Filed at receiving inmate property store/reception room

Transfers involving more than two connections should use the same principle with additional copies of the duplicate for each additional connecting transfer.

**Carry-on property**

Inmates being transferred are required to return all of their property to the Inmate Property Store prior to escort. They may keep:

- an inhaler or puffer used to deliver medication, usually for asthma
- toiletries
- NRT lozenges
- socks and underwear for overnight use.
These are the only items that can be placed into a carry-on bag at transfer. Under no circumstances is a carry-on bag to contain property in excess of that specified above. Apart from an inhaler, the only exception will be in the case of prescribed medication. If JH&FMHN advises, via a Health Problem Notification form, that an inmate will require other forms of medication during an escort, the OIC Escort will determine whether the medication will be carried by the inmate or be retained by the escorting officers who will dispense it at the intervals prescribed by JH&FMHN.

When the inmate is being transferred, the manager/OIC will check the carry-on bag and confiscate any excess items before it is given to the transport officers.

All other containers or property brought to the inmate property store/reception room will be treated as excess property.

**Sealed containers and valuables bags**

**Note:** Correctly sealed and intact containers may be transferred without being opened and their contents verified.

Accepting containers does not incur responsibility for the enclosed property items.

Before handing over responsibility for sealed containers or valuables bags, the manager/OIC must:
- identify all containers/bags listed on the Inmate Property for Escort report
- verify that all seals are intact and
- verify that all containers are intact.

When accepting responsibility for sealed containers or valuables bags the transport officer must:
- verify that all seals are intact
- verify that the seal numbers are identical with the numbers recorded on the Inmate Property for Escort report and
- verify that the container is intact.

When receiving sealed containers the manager/OIC must:
- identify all containers/bags listed on the Inmate Property for Escort report
- verify that all seals are intact and
- verify that all containers are intact.

**Damaged containers or seals**

If a container or seal is damaged in transit, or if there is any difference between the OIMS record, the *Inmate Property for Escort* report, and the contents of any container opened for verification, the manager/OIC will:
- report the variation to the General Manager
- alter the OIMS record and
- prepare an inmate property list for the inmate (verification of this list must comply with these procedures).

The transport officer responsible for the property will:
- endorse the report and
- include any comments, and provide a copy of the report to the Superintendent
Court Escort and Security Unit.
The Court/Escort Security Unit will be responsible for investigating discrepancies that have occurred during an escort.

If a container or seal is damaged during a connecting transfer, the transport officer in charge of the property must endorse the *Inmate Property for Escort* report and report to the Superintendent Court Escort and Security Unit.

The procedures described above will also apply at the receiving centre.

**Transfers to the Long Bay Hospital**

Admission to A Ward at the Long Bay Hospital is an ordinary intercentre transfer. Inmates admitted to other wards at the Long Bay Hospital are permitted to take the following property only:

- correctional centre issue clothing and/or approved/issuable private clothing i.e. underwear and socks
- toiletries and approved medication and
- Walkman/radio, only if it can be used with headphones (B Ward admissions only).

Unsentenced inmates may also have private clothing for court appearances.

No other property is to accompany the inmate.

The manager/OIC at the transferring centre will be responsible for the safe custody of the inmate’s property while the inmate is held at the Long Bay Hospital.

If the inmate is not returned to the transferring centre, it is the responsibility of the manager/OIC who has custody of the inmate’s property, to forward the property to the inmate’s location as soon as possible.

**Other inmate property processes**

Inmate private property must be processed in the presence of the inmate at all times except in the event of:

- death
- emergency medical procedures
- escape of an inmate
- major disturbances requiring urgent transfers of inmates
- release from court
- urgent transfer of an inmate without notice.

**Absence of the inmate**

In the absence of an inmate, the General Manager of a correctional centre may authorise the processing of their property to facilitate the efficient and effective operation of the centre. In all other circumstances, the inmate must be present. Exceptions to this policy must be reported to the General Manager.

For any of the circumstances listed above, the inmate's cell is to be secured as soon as possible.

**Procedures to be followed:**
1. The senior supervisor of the accommodation area and one other person shall itemise all property found in the cell and deliver it to the inmate property store/reception room. This includes any unused NRT lozenges, which remain the property of the inmate.

2. The manager/OIC will determine the ownership of all property delivered to the inmate property store/reception room.

3. Where the ownership of any property cannot be determined, it is to be confiscated.

4. When the ownership of all property is determined, it is to be prepared for transfer and stored in the inmate property store/reception room.

5. Any property not accounted for is to be disposed of to the General Manager. The manager/OIC and the officer delivering the property to the inmate property store/reception room will sign the Disposed Property Transaction Report generated from the property module on OIMS.

6. Where the inmate has been transferred to another centre the property is to be transferred on the next available escort.

7. If the inmate is no longer in custody, and the Crown or any other person makes no claim, unclaimed property will be disposed of under 9.14 Abandon, unclaimed and confiscated items in these procedures.

8. If an escapee is returned to custody, any of their property held in storage is to be transferred to the inmate as soon as possible. Should there be any dispute about the property the manager/OIC of the inmate property store/reception room where the property was stored will investigate representations made by the inmate.

9. CSNSW is not responsible for the transfer of property to other states or jurisdictions.

Deceased inmates

The senior CSNSW investigating officer must record the property of any deceased inmate before it is removed by the police. This includes any valuable property on the person of the deceased inmate. The list of property removed by police is to be signed by the senior police officer taking the property. A copy of the list must be given to the manager/OIC of the inmate property store/reception room.

Where investigating police decline to endorse the record of property removed with the deceased inmate, the senior CSNSW investigating officer will record the names of the police investigating the death.

When police authorise the removal of any other property, it must be recorded by the senior CSNSW investigating officer and delivered to the manager/OIC of the inmate property store/reception room. The property will then be processed under 9.2.8.1 above.

In circumstances where the inmate's cell is not part of a crime scene, the procedures under 9.2.8.1 apply.

Inmates discharged to sentence served, conditional liberty or Police custody

When an inmate is to be discharged for whatever reason the manager/OIC will arrange with the inmate to return all property in their possession at least 24 hours
prior to leaving custody.

Private property for inmates to be discharged will be processed in the same way as for transfer. Until discharged all property will be kept in storage tubs at the inmate property store/reception room.

If the inmate does not return recordable property to the inmate property store/reception room, the reason is to be recorded and the inmate must sign the Disposed Property Transaction Report. Property that is abandoned by the inmate will be disposed of immediately.

Stored property that is missing must be reported to the General Manager before the inmate is discharged.

In all circumstances when an inmate is discharged into the custody of another agency the manager/OIC must transfer all property in the same way as for an inter-centre transfer, recording the agency and identity of the person taking the property. This report must be filed in the Inmate property store/reception room.

All excess property will be confiscated.

**Property disposal**

The manager/OIC of the inmate property store/reception room may order that inmate property that is worn out or unserviceable may be disposed of at any time that property is being processed. Any such action must be recorded on the OIMS.

Recordable property considered to be worn out or unserviceable by other staff must be returned to the inmate property store/reception room for inspection.

In all circumstances, the owner must consent to the disposal of the property. If the owner does not consent, the manager/OIC may confiscate the property and seek a direction from the General Manager about its disposal.

All decisions of the manager/OIC can be appealed to the General Manager.

**Destruction of unhygienic property**

The General Manager of a centre may authorise the destruction of unhygienic property and unhealthy food belonging to an inmate. Before any such property is destroyed, the manager/OIC must inform the inmate of the proposed destruction and the reason.

**Court papers**

Inmates are permitted to take personal legal documents and tapes to court. This property is confidential but must be inspected for contraband. Legal documents and tapes will be issued upon arrival at court.

**Damaged seals**

At any time a property storage seal is found to be damaged, the manager/OIC of the inmate property store/reception room holding the container must:

- verify the contents and reseal the container and
- report any difference between the OIMS record and the contents of any such container opened for verification to the General Manager.

The General Manager must investigate the report. If the discrepancies still exist or
the value of the missing items exceeds the General Manager's authorisation to replace missing property, the respective Director, Custodial Operations is to be notified in writing.

The manager/OIC must adjust the OIMS record and prepare an *Inmate Property List* for the inmate. The manager/OIC, an officer assisting, and the inmate must sign this list.

**Cyclic stock-take of stored property**

The General Manager of a correctional centre is responsible for ensuring that these procedures are carried out.

The manager/OIC of the inmate property store/reception room must complete regular stock-takes of all stored inmate property.

Whenever an inmate’s property is verified during a stock-take, an entry must be made on the OIMS property module recording the reason for the verification.

**Stock-take schedule**

<table>
<thead>
<tr>
<th></th>
<th>Monthly minimum</th>
<th>Maximum complete stock-take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuable property</td>
<td>25% of all stored property</td>
<td>4 months</td>
</tr>
<tr>
<td>Stored property</td>
<td>10% of inmate population</td>
<td>10 months</td>
</tr>
</tbody>
</table>

Unsealed containers must be verified using the OIMS record and then sealed.

**Quality control schedule**

<table>
<thead>
<tr>
<th></th>
<th>Monthly requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuable property</td>
<td>20% of property stock-take</td>
</tr>
<tr>
<td>Stored property</td>
<td>20% of property stock-take</td>
</tr>
</tbody>
</table>
All property identified for a quality control check must be unsealed and verified using the OIMS. A Transaction/Disposal Report must be generated from OIMS for all checks. The manager/OIC, one officer assisting, and the inmate must sign each report.

The manager/OIC must report the stock-take and quality control process to the General Manager every month.

**Quality control**

At correctional centres, the manager/OIC is responsible to monitor the management of all operations of the inmate property store/reception room.

At all other places of detention, this is the responsibility of the officer in charge or the senior officer on duty.

The manager/OIC must:

- complete stock takes according to the schedules in this policy
- report to the General Manager about the workload of the inmate property store/reception room each month and
- check 10% of all OIMS entries each day.

**PROPERTY LIMITS AND CONTROL**

The manager/OIC must not issue any private property valued at more than $50. There are no exemptions to this limit.

Local managers are responsible for determining what reasonable quantities means.

**Recordable property**

<table>
<thead>
<tr>
<th>ALL INMATES</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air cushion</td>
<td>1</td>
</tr>
<tr>
<td>Baseball Cap</td>
<td>1</td>
</tr>
<tr>
<td>Beanie</td>
<td>1</td>
</tr>
<tr>
<td>Board games</td>
<td>2</td>
</tr>
<tr>
<td>Books</td>
<td>10</td>
</tr>
<tr>
<td>Cassettes or CDs</td>
<td>10</td>
</tr>
<tr>
<td>Deck of cards</td>
<td>2</td>
</tr>
<tr>
<td>Doona</td>
<td>1</td>
</tr>
<tr>
<td>Education/art/craft material</td>
<td>Approved items</td>
</tr>
<tr>
<td>Gloves</td>
<td>1</td>
</tr>
<tr>
<td>Magnifying glass</td>
<td>1</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Prescription glasses</td>
<td>2 pairs</td>
</tr>
<tr>
<td>Private papers/personal effects</td>
<td>One A4 file box with up to 500 pages</td>
</tr>
<tr>
<td>Running shoes (maximum value of $100)</td>
<td>2 pairs (see conditions below)</td>
</tr>
<tr>
<td>Shaving mirror (not double sided)</td>
<td>1</td>
</tr>
<tr>
<td>Shorts</td>
<td>5</td>
</tr>
<tr>
<td>Singlets</td>
<td>5</td>
</tr>
<tr>
<td>Sloppy joe/tracksuit top/jumper</td>
<td>2</td>
</tr>
<tr>
<td>Socks/underpants (incl. thermal underwear)</td>
<td>Reasonable quantities</td>
</tr>
<tr>
<td>Sunglasses (non reflective only)</td>
<td>1 pair</td>
</tr>
<tr>
<td>Therapeutic sandals</td>
<td>1 pair (see conditions below)</td>
</tr>
<tr>
<td>Thong sandals (maximum value of $20)</td>
<td>2 pairs</td>
</tr>
<tr>
<td>Towel</td>
<td>2</td>
</tr>
<tr>
<td>Tracksuit pants</td>
<td>2</td>
</tr>
<tr>
<td>T-Shirts</td>
<td>5</td>
</tr>
<tr>
<td>Wedding band</td>
<td>1</td>
</tr>
<tr>
<td>Weight belt (requires doctors certificate)</td>
<td>1</td>
</tr>
<tr>
<td>Wrist watch</td>
<td>1</td>
</tr>
<tr>
<td><strong>STORAGE TUBS MUST BE WEIGHED AND LABELLED WITH WEIGHT WARNING TAPE</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Female inmates</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardigan</td>
<td>1</td>
</tr>
<tr>
<td>Dress</td>
<td>2</td>
</tr>
<tr>
<td>Ear ring stud/sleeper</td>
<td>1 pr</td>
</tr>
<tr>
<td>Hair rollers</td>
<td>1 set</td>
</tr>
<tr>
<td>Sandals (leather/plastic)</td>
<td>1 pair</td>
</tr>
</tbody>
</table>

The manager/OIC must ensure all property in excess of these limits is removed from CSNSW storage. Inmates must nominate a person to collect their property.

If an inmate declines or cannot nominate a person to collect excess property, the General Manager may authorise the delivery of excess property to an approved charitable organisation.
Legal documents

Inmates who wish to access their legal documents (printed versions) to prepare for their current court case or a future appeal are to be provided access to these documents in their cell. In the latter case, it is not necessary for an inmate to formally lodge an appeal to be granted such access. However, inmates will only be permitted to have one tub of documents in their cell at any one time. When the inmate has completed their review of the documents in a tub, it may be exchanged for other tubs containing legal documents. The officer-in-charge of the inmate property store is to manage this access. Inmates wishing access to their legal documents will be required to submit an application to the officer-in-charge of the inmate property store through the officer-in-charge of their accommodation unit.

<table>
<thead>
<tr>
<th>All inmates</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal proceedings affecting custody</td>
<td>Standard storage tub (additional storage by negotiation with local management)</td>
</tr>
<tr>
<td>All other legal proceedings</td>
<td>Papers to be kept in property storage tubes</td>
</tr>
<tr>
<td>Additional storage may be available by negotiation with local management.</td>
<td></td>
</tr>
</tbody>
</table>

STORAGE TUBS MUST BE WEIGHED AND LABELLED WITH WEIGHT WARNING TAPE

Religious and cultural items

Approved religious and cultural items are recordable items, according to the limits and procedures specified in section 9.4.

Non-recordable property

<table>
<thead>
<tr>
<th>All inmates</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magazines</td>
<td>10</td>
</tr>
<tr>
<td>Newspapers</td>
<td>5</td>
</tr>
<tr>
<td>Personal toiletries</td>
<td>Reasonable quantities</td>
</tr>
<tr>
<td>Consumable art/craft and hobby material</td>
<td>Approved items</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Female inmates</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle Shorts (black)</td>
<td>3</td>
</tr>
<tr>
<td>Brassieres</td>
<td>Reasonable quantities</td>
</tr>
<tr>
<td>Sports Bra</td>
<td>Reasonable quantities</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Underpants (G-strings not permitted)</td>
<td>Reasonable quantities</td>
</tr>
</tbody>
</table>

**Unsentenced inmates and appellants**

<table>
<thead>
<tr>
<th>All inmates</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents for current legal proceedings</td>
<td>One standard storage tub</td>
</tr>
<tr>
<td>Additional storage may be available by negotiation with local management.</td>
<td></td>
</tr>
</tbody>
</table>

**STORAGE TUBS MUST BE WEIGHED AND LABELLED WITH WEIGHT WARNING TAPE**

**Electrical equipment**

<table>
<thead>
<tr>
<th>ALL INMATES</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC/DC adaptor</td>
<td>1</td>
</tr>
<tr>
<td>Electric fan (max. 23 cm diameter)</td>
<td>1</td>
</tr>
<tr>
<td>Reading lamp</td>
<td>1</td>
</tr>
<tr>
<td>Sandwich maker (Single slice size)</td>
<td>1</td>
</tr>
<tr>
<td>Television (max 34cm screen)</td>
<td>1</td>
</tr>
<tr>
<td>Water heater/jug</td>
<td>1 (see conditions below)</td>
</tr>
</tbody>
</table>

**ONE ITEM ONLY**

| Portable radio (no dimension larger than 22cm) | 1 |
| Walkman style CD player | 1 |
| Walkman style radio and/or cassette player | 1 |

<table>
<thead>
<tr>
<th>FEMALES</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair Curling Wand</td>
<td>1</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1</td>
</tr>
</tbody>
</table>
General conditions and restrictions on personal items

Initial reception

The manager/OIC of the inmate property store/reception room must confiscate and destroy any opened or unsealed toiletry, all tobacco containers or packets and smoking related items (with the exception of lighters estimated to be valued at more than $20 which must be placed into the inmate’s property storage) received with an inmate at initial reception into custody.

The General Manager may direct that sealed packets of toiletries can be issued.

Local managers are responsible to determine the amount of cell property allowed to inmates consistent with the limits established by this policy. Included in this requirement are:

- books
- photographs
- posters
- toiletries.

Educational, art, craft, and hobby materials

Educational, art and craft, and hobby materials are not additional to the limits of private property.

OPM sections 5.2 and 5.4 apply.

The manager/OIC of the inmate property store/reception room may authorise the use of an additional property storage tub to registered students actively engaged in current studies, after consultation with the Senior Correctional Education Officer. All storage tubs must be weighed and labeled with weight warning tape.

Senior Assistant Superintendents and Senior Correctional Education Officers or their delegates are responsible for determining the amount of educational and art/craft material and inmate may use and keep in their cell.

Senior Assistant Superintendents and Activities Officers or their delegates are responsible for determining the amount of hobby, art/craft material required for inmate recreation activities in cells.

Before Senior Correctional Education Officers issue recordable educational items to inmates they must ensure those items are recorded on the inmate’s OIMS property record by the property store/reception room staff.

Before Activities Officers issue recordable activity items to inmates they must ensure those items are recorded on the inmate’s OIMS property record by the reception room / inmate property store staff.

The Manager/OIC of the inmate reception room / property store must remove all property in excess of established limits from CSNSW storage.

Volume restrictions on educational, art and craft items

Certain items issued by education officers are part of the inmate’s property limits; this includes both recordable and non-recordable items.
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Becomes personal property</th>
<th>Recordable items on OIMS record</th>
<th>Included in private property storage allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSNSW items used by inmate and must be returned when transferred</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CSNSW items used by inmate and can be taken to another centre but must be returned at discharge</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CSNSW items given to inmate</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**STORAGE TUBS MUST BE WEIGHED AND LABELLED WITH WEIGHT WARNING TAPE**

All recordable educational, and art and craft items that become personal property must be recorded on OIMS. These must be stored in the property tubs of the inmate to whom they are issued when transferred.

The Manager/OIC may agree to store and transfer up to 5 art and craft, and hobby items that do not fit into a standard storage tub, depending on available space, until they can be given to family, friends, or a community representative.

Inmates may not accumulate additional storage tubs to contain stored educational, or art and craft works.

**Inter-centre transfers**

All educational, art and craft, or hobby items recorded on the OIMS will be treated as normal property.

Non-recordable items will only be transferred with the inmate if they are included on one of the following annexures:

- 5.1 Permission to Keep Education, Art & Craft Materials in Cell (Educational)
- 5.1a Permission to Keep Art, Craft & Hobby Materials in Cell (Non-Educational)

These forms must be included with the non-recordable items in the inmate’s storage tub.
All non-recordable property not included on the cell permission form will be confiscated and returned to the relevant officer i.e. Senior Correctional Education Officer for educational items and the Activities Officer for activity items.

**ISSUING OF RELIGIOUS AND CULTURAL ITEMS**

Inmates are only entitled to receive approved religious items through the CSNSW’s chaplaincy service. Provision of cultural items may also be facilitated through education staff in accordance with section 5.5 of the OPM and through the activities buy-up, section 4 OPM.

Approved religious/cultural items must be of a reasonable cost.

All main books of faith e.g. Bible, Torah, Koran etc. will be provided free to inmates.

All other approved religious/cultural items will be available for purchase by inmates at the same cost that the CSNSW acquires them.

Approved religious/cultural items will be acquired by the Chaplaincy Co-ordinator on behalf of the CSNSW and stored on CSNSW property.

Stocks of approved religious/cultural items will be disbursed by CSI transport to chaplains at each correctional centre to store, secure and issue to inmates.

**Approved religious items**

Approval does not need to be granted for a chaplain to facilitate provision of the items listed. These items may be issued in any correctional centre, and can be accessed from the limited local stock or through the Chaplaincy Coordinator.

<table>
<thead>
<tr>
<th>Clothing items</th>
<th>Headwear associated with religious practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed items</td>
<td>Christian Bible</td>
</tr>
<tr>
<td></td>
<td>Christian New Testament</td>
</tr>
<tr>
<td></td>
<td>Christian Gospel ( pocket size )</td>
</tr>
<tr>
<td></td>
<td>Torah</td>
</tr>
<tr>
<td></td>
<td>Koran</td>
</tr>
<tr>
<td></td>
<td>Miniature Koran to be worn around the neck that is bound and tied with leather</td>
</tr>
<tr>
<td></td>
<td>Any other primary book of faith (i.e. equivalent to the Bible or Koran)</td>
</tr>
<tr>
<td></td>
<td>Religious text which is recognised by other than the Christian faith</td>
</tr>
<tr>
<td></td>
<td>Prayer book of each faith</td>
</tr>
<tr>
<td></td>
<td>Pictures of saints for private devotions x 2</td>
</tr>
</tbody>
</table>
Items on the list above should generally be considered the minimum entitlement. As these items are issued within private property limits, replaced items should be returned to the chaplain for disposal.

In facilitating provision to individual inmates of items from the Approved List chaplains are to:

- complete a request form for approved religious items. (annexure 9.1)
- present the approved items and the completed request form to the OIC reception for recording on the inmate’s property record.
- place the completed request form onto the inmate’s case file
- keep a copy of the completed request form and a written record of all approved religious / cultural items issued to inmates within each correctional centre.

Approved items of headwear associated with specific religious groups can be worn only:

- during religious ceremonies/activities which are facilitated directly by a CSNSW chaplain or their approved representative or
- within an inmate’s own cell.

**Additional religious items**

If an inmate or local chaplain wants any other religious item (apart from written material) to be issued, the item must first be added to the approved list above. Such requests must be submitted through the chaplain to the Chaplaincy Coordinator, and the request processed in consultation with Operations Branch and Security & Intelligence.

**Additional printed materials**

9. All other religious printed material will be approved for distribution by the Chaplaincy service and a list will be kept by each chaplain regularly updated by the Chaplaincy Coordinator. All printed materials will be subject to the normal security checks at each centre and will need the approval of the Manager Security.

10. If any of this printed material carries a cost to the inmate then it should be
entered onto the inmate’s property card using the request form (annexure 9.1).

Managers Security are responsible for determining the amount of additional printed material allowed to inmates for use in cells. These determinations should be guided by:

- likely duration of stay in the centre
- security level of the centre
- consideration of security risk management
- whether the material is required as part of religious study or instruction.

Material issued must not be of a quantity more than necessary for personal use.

**Religious material in electronic form**

Religious material in electronic form (e.g. DVD, CD-ROM, video, audio tape etc.) may be provided through CSNSW Chaplains. The Chaplaincy Service is responsible for assessing the suitability of such material, which must be original, sealed and sourced through reputable suppliers. Under no circumstances should staff allow copied material (CD, DVD or other material in electronic form) into a correctional centre. Clearance to purchase/acquire electronic media requires the inmate to complete an inmate application for the General Manager’s (delegate) approval. The completed application and a record of approval must be retained on the inmate’s case management file.

Any acquired resources must be used in accordance with relevant sections of the OPM: section 5.4 *Offenders Access to Computers* and section 5.8 *Inmate Recreation Activities*. Non-English language resources are permitted under the same conditions in accordance with the *Multicultural NSW Act 2000*.

**Aboriginal cultural items**

Items of significance to Aboriginal inmates may be accessed through CSNSW education services (according to section 5 OPM) or through custodial activity officers where applicable (section 4 OPM). Clearance for provision to purchase/acquire these items requires completion of an inmate application and approval of the General Manager (or delegate). The completed application must be retained on the inmate’s case file.

Aboriginal inmates are entitled to possess a reasonable amount of property of a cultural nature (beads and other representations of the colours on the Aboriginal flag, relevant books and recorded material). On specific days of significance (Survival Day, NAIDOC week, or for particular ceremonies), additional resources may be sourced through consultation with the Aboriginal Strategy and Policy Unit (ASPU). Such items may include ochres and other materials associated with traditional ceremonies. The mechanisms for this process will need to be built around local conditions and resources.

The ASPU should be consulted in any instance where there is uncertainty or conflicting opinions concerning these issues.

**Cultural Items associated with culturally and linguistically diverse groups**

Contact should be made with the Coordinator Cultural and Linguistic Diversity, who will liaise with Custodial Operations and Security and Intelligence to establish
whether particular items should be approved.

As a minimum entitlement inmates should generally be permitted to purchase a small item signifying cultural identity (e.g. Maori Tiki), and source items associated with recognised days of cultural significance. The mechanisms for these processes will need to be built around local conditions and resources.

**Headwear Associated with Religious Practice**

**Male inmates:**

For male inmates, approved items of headwear associated with religious practice are available for purchase on request, but can be worn only:

- during religious ceremonies/activities which are facilitated directly by a departmental chaplain or their approved representative or
- within an inmate’s own cell.

**Female inmates:**

The hijab, or headscarf, is available for purchase on request to female inmates whose designated religion is Islam. If the inmate did not wear a hijab on reception to CSNSW then they must seek approval from the General Manager to purchase one. The Chaplain will verify the details of the request prior to the General Manager making a determination.

Hijabs purchased from the chaplain may be black, white or burgundy in colour. The hijab may be worn to cover the head and neck, but the face must be clearly visible. Eligible female inmates may wear the hijab at any time or place within the correctional centre, but may be asked to remove it during a pat or strip search.

The wearing of the burqa, or any similar garment which covers any part of the face, is not permitted.

**INMATE PRIVATE PROPERTY STORAGE**

Any inmate property under the control of the CSNSW is stored property. Stored property may be valuable or general. An inmate is responsible for any property issued to him/her.

Inmate private property storage is not additional to property limits and control.

Combined correctional centre and private property storage is limited to 2 storage tubs. The weight of a single storage tub must not exceed 15kg.

**Volume restrictions for private clothing storage**

A set of clothing may consist of the following items:
The current version of this document is maintained on the Custodial Operations Policy & Procedures Intranet page.

<table>
<thead>
<tr>
<th>Male</th>
<th>Jacket</th>
<th>Shirt</th>
<th>Trousers/Jeans</th>
<th>Pair Shoes/Boots</th>
<th>Tie</th>
<th>Belt</th>
<th>Hat/cap</th>
<th>Jumper/Cardigan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>Jacket</td>
<td>Blouse</td>
<td>Skirt/Dress/Slacks/Jeans</td>
<td>Pair Shoes/Boots</td>
<td>Scarf</td>
<td>Belt</td>
<td>Hat/cap</td>
<td>Jumper/Cardigan</td>
</tr>
</tbody>
</table>

Combined value of clothing must not exceed $300

**Number of sets that may be kept in storage.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>External students</td>
<td>5</td>
</tr>
<tr>
<td>Sentenced inmates</td>
<td>1</td>
</tr>
<tr>
<td>Unsentenced inmates</td>
<td>2</td>
</tr>
<tr>
<td>Vocational/industrial training inmates</td>
<td>5</td>
</tr>
<tr>
<td>Work release inmates</td>
<td>5</td>
</tr>
</tbody>
</table>

Combined value of clothing must not exceed $300 for each set of clothing

The manager/OIC of the inmate property store/reception room must ensure all property in excess of these limits is removed from CSNSW storage.

**Access to stored private clothing**

Inmates are not permitted to wear private clothing except in the following circumstances:
<table>
<thead>
<tr>
<th>Private Clothing</th>
<th>Centre Clothing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio/visual link (bail)</td>
<td>✓</td>
</tr>
<tr>
<td>Court appearance</td>
<td>✓</td>
</tr>
<tr>
<td>Day/weekend leave</td>
<td>General Manager’s discretion</td>
</tr>
<tr>
<td>External studies</td>
<td>✓</td>
</tr>
<tr>
<td>Hospital/medical escort</td>
<td>✓</td>
</tr>
<tr>
<td>Inter-centre escort</td>
<td>✓</td>
</tr>
<tr>
<td>Inter-centre visit</td>
<td>✓</td>
</tr>
<tr>
<td>Police interview</td>
<td>✓</td>
</tr>
<tr>
<td>Temporary leave</td>
<td>General Manager’s discretion</td>
</tr>
<tr>
<td>Vocational/industrial training</td>
<td>✓</td>
</tr>
<tr>
<td>Work release</td>
<td>✓</td>
</tr>
<tr>
<td>Civil inmates</td>
<td>General Manager’s discretion</td>
</tr>
<tr>
<td>Remand inmates</td>
<td>General Manager’s discretion</td>
</tr>
</tbody>
</table>

Combined value of clothing must not exceed $300

Inmates appearing at Court must be offered the opportunity to wear their private clothing to Court. Court clothes should be stored in hang up bags, where possible. If sufficient notice is provided of the date of the Court appearance, inmates must be given the opportunity to launder and iron their private clothing to be worn to Court.

On the date of the Court appearance, inmates who have chosen to wear their private clothing are to change into their private clothing before being transported to the Court.

However, inmates can choose to wear issue clothing (i.e. ‘greens’) to Court.

Inmates appearing at Court via audio visual link are to wear issue clothing.

When private clothing is issued for use, or returned to storage, it must be itemised and the destination recorded on the OIMS.

Inmates are not permitted to add to their private property when returning to custody. Any property discovered must be confiscated.

**Access to stored valuable property**

Inmates may be issued with a wedding band and a wristwatch for use when in...
custody provided neither item is valued over $50.

Inmates attending court may not have access to any valuable property other than that issued under this section.

When inmate property is sent out of CSNSW control for any reason the destination and receiving agency must be recorded on the OIMS.

### Private property taken to court

<table>
<thead>
<tr>
<th></th>
<th>Metropolitan centre to metropolitan court</th>
<th>Metropolitan centre to country court</th>
<th>Country centre to metropolitan court</th>
<th>Country centre to country court</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unconvicted inmates</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canvas bag</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Legal documents</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Stored property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valuable property</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Convicted inmates temporary absence**

| Canvas bag               | ✓                                        | ✓                                  | ✓                                   | ✓                              |
| Legal documents          | ✓                                        | ✓                                  | ✓                                   | ✓                              |
| Stored property          |                                          |                                     |                                     |                                |
| Valuable property        | ✓                                        | ✓                                  | ✓                                   | ✓                              |

**Convicted inmates habeas appearance**

| Canvas bag               | ✓                                        | ✓                                  | ✓                                   | ✓                              |
| Legal documents          | ✓                                        | ✓                                  | ✓                                   | ✓                              |
| Stored property          |                                          |                                     |                                     |                                |
| Valuable property        |                                          |                                     |                                     |                                |

**ONLY MINIMUM STORED PROPERTY LIMITS TO BE TAKEN TO COURT**

**STORAGE TUBS MUST BE WEIGHED AND LABELLED WITH WEIGHT WARNING TAPE**
Note: Unless the inmate applies in writing, valuable property for inmates at the Metropolitan Remand and Reception Centre will not be taken to court.

<table>
<thead>
<tr>
<th>Private property taken to court OIMS entries</th>
<th>OUT</th>
<th>CRT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given to inmate</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Taken with inmate</td>
<td></td>
<td>√</td>
</tr>
</tbody>
</table>

Property given to an inmate released at court must be recorded as disposed.

When an inmate is released from custody anywhere other than a correctional centre the officer in charge or the most senior officer present must:

- Inform the manager/OIC of the inmate property store/reception room where the inmate came from in writing.
- Send to the manager/OIC a copy of the property docket showing the inmate’s signature for receiving their property.

**Use of private clothing**

The General Manager of a correctional may authorise the use of personal private clothing for inmates participating in an external leave program.

Local managers are responsible to determine appropriate procedures to record the issue and return of stored personal clothing.

The manager/OIC of the inmate property store/reception room must ensure that any personal property taken out of a correctional centre by an inmate is recorded on OIMS.

Inmates participating in any external leave program may apply to receive additional sets of clothing up to the maximum allowed under this policy.

**Day/Weekend Leave, external students, vocational/industrial training, and work release inmates**

Inmates participating in any external leave program may use stored personal clothing or clothing supplied by a sponsor, at the discretion of the General Manager.

Inmates are not permitted to add to their stored clothing by wearing clothing supplied by a sponsor into a correctional centre.

All unauthorised property introduced into a correctional centre by an inmate returning from an external leave program or visit must be confiscated.

**Unconvicted or Civil Inmates**

The General Manager of a correctional centre may apply clause 57 of the Regulation.

No other variations to this policy are permitted.
PROPERTY MISUSE

Inmates must not:

- alter, modify or convert any personal property from the purpose for which it was intended
- dye or bleach personal or correctional centre clothing issued to them or
- transfer the ownership of recordable items without the permission of the manager/OIC of the inmate property store/reception room.

Where an inmate uses any item of approved property for a purpose other than it was intended, it must be confiscated, and if serviceable, may be reissued.

Valuable property brought into custody by any inmate

CSNSW employees are not authorised to assess the value of each valuable property item brought into custody. Irrespective of the inmate’s declaration, where the manager/OIC believes any item is valued in excess of $50 that item is not to be issued. The manager/OIC may describe property as valuable or general.

Valuables mean:

- any identification document issued by a Government agency
- 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)
- birth, death, or marriage certificates.

General property means all other property.

Property valued at more than $50 must not be issued. As soon as possible after entering custody, inmates must ensure valuable property is given to family, friends, a legal representative, or any other community representative.

Inmates must be informed of this requirement upon initial reception.

Where there is no possibility of sending valuable property out of the centre, the manager/OIC of the inmate property store/reception room may store the property, or the General Manager may make alternative arrangements e.g. allow the inmate to obtain a safe deposit box at a bank.

The General Manager 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.

Valuable property issued to inmates

The only valuable property that can be issued to an inmate is:

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wedding band</td>
<td>√</td>
<td>√</td>
<td>$50:00</td>
</tr>
<tr>
<td>Wristwatch</td>
<td>√</td>
<td>√</td>
<td>$50:00</td>
</tr>
<tr>
<td>Earrings/sleepers</td>
<td></td>
<td>√</td>
<td>$20:00</td>
</tr>
</tbody>
</table>
Banknotes

Australian banknotes must be deposited into the inmates private trust account. Where banknotes may be contaminated, safe-handling procedures must be used, and the notes sealed and stored as valuables.

Foreign banknotes must, where possible, be exchanged for an Australian cash equivalent and deposited into the inmates private trust account. If the banknotes cannot be exchanged, the General Manager of the correctional centre may make alternative arrangements for their storage.

MANAGEMENT OF INMATE PRIVATE PROPERTY

The manager/OIC of the inmate property store/reception room must:

- ensure that the OIMS data entry, OIMS property records, and physical property checking procedures minimise error creation and discover existing errors
- must audit the work performance of anyone using the OIMS to record inmate movements and property and to prevent the following common errors:
  - inaccurate and/or incorrect property descriptions
  - no explanations about error corrections an OIMS data record and
  - property items not recorded.

11.

ERROR CORRECTION

When the manager/OIC of the inmate property store/reception room becomes aware that there is an error in any inmate OIMS records, the errors must be corrected immediately.

Under no circumstances are errors to be passed on to other centres.

If an error cannot be corrected action must be taken to resolve the error as soon as possible.

PROPERTY STORAGE

Inflammable items must not be kept in any storage area or in any storage container.

Conditions and restrictions

The inmate property store/reception room is available to store the minimum amount of property that an inmate needs during their period of custody. It is not to be used to store items that are no longer required by the inmate for daily use.

The manager/OIC of the inmate property store/reception room must ensure that inmates keep only the following property (refer 9.3):

- documents
- personal property and private clothing and
- valuable property.
Except for clothing required for court appearances and approved items delivered by post or a common carrier the manager/OIC must not accept any property belonging to an inmate that was not brought into custody or obtained while in a correctional centre.

The manager/OIC may also permit inmates to keep the following property in storage for short periods:

- items issued to the inmate and under their control that may cause the inmate to be at risk of intimidation
- educational, art and craft, and hobby materials until they are collected by family, friends or another approved person and
- items issued to the inmate and under their control, if the inmate is sent to another centre for a short period.

**Storage security**

Local managers must ensure inmate property is stored securely, and must establish auditable systems to control access to any storage areas.

All inmate property managed in any inmate property store/reception room must be secured in sealed containers.

**Standard storage containers**

The standard storage tub is the only container approved for the storage and transfer of inmate property. The weight of a storage tub is not to exceed 15kg.

Storage tubs must not be issued for use in accommodation areas.

Tubs kept in inmate property store/reception room must not contain foodstuffs, perishables, or items that attract vermin. These items may be carried in tubs during transfer but must be removed before the tub is stored.

The manager/OIC must not keep storage tubs in excess of the minimum required for the efficient operation of the inmate property store/reception room.

All empty tubs are to be returned to the Metropolitan Remand and Reception Centre.

**Other storage containers**

Private clothing may be stored in canvas bags or hang up bags but must be transferred only in canvas bags.

Televisions are to be stored and transferred in the original packing container if it is available. During transfer, television containers are only to contain a television set, remote control, aerial and coaxial cable. Where no packing material is available, inmates will be allowed to pack a towel or doona cover or similar item around the television to prevent damage.

The manager/OIC must ensure that no other property is packed into a packing container used for televisions.

Cell property must only be transferred in standard property tubs.

All containers are to be clearly labelled with the inmate’s name, MIN, storage location identification, and OIMS container identification number.
Excess property

When receiving an inmate into custody the manager/OIC of the inmate property store/reception room will issue to the inmate all authorised property. Stored property is not available to inmates without the permission of the manager/OIC.

When inmates are required to dispose of excess property they may elect to donate or destroy their property. Property may not be transferred to another inmate.

Excess property must remain at the correctional centre and is not to be transferred with an inmate if s/he is transferred prior to the disposal of such property. This property is to be transferred to the General Manager for disposal to the storage facility.

Prisoners Aid Storage Facility

The Prisoners Aid Association (PAA) operates a storage facility to assist inmates. However, PAA do not collect property from correctional centres, and property may not be sent from a correctional centre to a PAA storage facility. Details about the operation of these facilities can be found on the Community Corrections intranet site:


Sealed storage containers

Sealed storage containers may only be opened to:

- issue stored property into the control of the inmate
- receive property under the control of the inmate for storage (including during transfer)
- transfer to another centre
- verification and stock take procedures
- dispose of property to family, friends, or an approved community representative and
- dispose of property at discharge.

At a correctional centre, the only persons authorised to break seals are the General Manager and the manager/OIC of the inmate property store or reception.

At a court cell complex the OIC:

- is the only person authorised to break the seals on the storage containers
- may dispose of property to family, friends, or a community representative, but may not issue property to an inmate and
- must not approve disposal of part of an inmate's valuables.

If an inmate requests disposal of valuable property, all stored valuable items must be transferred to the person/s receiving the property.

No property is to be issued from any storage to any person unless the OIMS record is adjusted accordingly.

When property is issued at any location the OIC or the most senior officer, must identify the person to whom the property is given, and obtain a signed receipt for the property.
**Security seals**

Security seals must be purchased from the approved contractor. The manager/OIC is responsible to control the storage and use of security seals.

**Missing property or property damaged in transit**

When any stored property cannot be located or the inmate claims the property has been damaged in transit from another location, the manager/OIC of the inmate property store/reception room must change the OIMS to show that it is missing or damaged and record an explanation in the comments screen for the items.

The owner must be informed that the property is missing as soon as possible.

If the owner does not want the property replaced, the manager/OIC must obtain a disclaimer from the inmate and change the OIMS record to show that the item is disposed.

**Local investigations into missing or damaged property**

The General Manager will task the manager/OIC of the property/reception room (or another officer) to resolve missing or damaged property enquiries.

When property cannot be located or if the property is damaged, the manager/OIC must report to the General Manager about the enquiry including:

- records relating to the property;
- action taken to locate the property;
- representations made by the owner for compensation; and
- any review of existing procedures.

The General Manager must determine liability for any damage to or loss of property. The General Manager may replace missing or damaged property or authorise payment of compensation. Claims for compensation of less than $1,000 are to be managed locally.

If the amount claimed is for more than $1,000 the claim may be referred to Asset Management Services, Department of Justice, for a claim to be made to the Department's insurers.

When property is replaced or compensation made the manager/OIC of the inmate property store/reception room must change the OIMS record to show the replacement or compensation paid.

It should be noted the insurer reserves the right to make their own enquiries into the circumstances of the loss, and the value of the property, before paying the claim.

**Corrections Executive Services and Complaints Management (CESCM) investigations into missing or damaged property complaints**

On occasions inmates write to the Commissioner or the NSW Ombudsman regarding property that is missing or has been damaged during transfer between correctional centres or court cell complexes. Such complaints are referred to the CESCM.

The CESCM will undertake an enquiry to locate the property or establish responsibility for providing compensation in cases where it can’t be located or has been damaged.
The CESCM will send a request for advice to the inmate’s current location in the first instance. That centre will conduct a local investigation as outlined in 9.9.10 below. The results of the investigation must be communicated to the CESCM as soon as possible, and no more than one week after receipt of the request.

If the property is not found, the CESCM will send a request for advice to the centre where the inmate was previously held. That centre will conduct a local investigation as outlined in 9.9.9.1 above. The results of the investigation must be communicated to the CESCM as soon as possible.

If the property is still not found, the CESCM will seek advice from the Court Escort Security Unit (CESU).

In the case of property damaged in transit, The CESCM will first seek advice from the dispatching centre. If that centre can confirm that the property was not damaged prior to transport, and if it was receipted as damaged at the receiving centre, the matter will be referred to the CESU.

The issue of compensation for lost or damaged property is to be decided by the CESCM in consultation with General Managers.

**Investigations to locate missing property**

The manager/OIC is responsible for resolving missing property inquiries.

When property cannot be located, the manager/OIC must report to the General Manager about the inquiry including:

- records relating to the property
- action taken to locate the property
- representations made by the owner for compensation
- any review of existing procedures.

The General Manager must determine liability for the loss of property. The General Manager may replace missing property or authorise payment of compensation if the amount claimed is within their financial delegation.

Any payment of compensation must be reported to the respective Director, Custodial Operations.

If the amount claimed is outside the General Manager’s delegation it must be referred to the Finance and Asset Management Branch for advice.

When property is replaced or compensation made the manager/OIC of the inmate property store/reception room must change the OIMS record to show the replacement or compensation paid.

**CONFISCATED AND UNCLAIMED PROPERTY**

Any property found in the possession of an inmate that is not recorded as belonging to that inmate must be confiscated. This includes anything not issued or not approved for issue, and any dangerous article. Articles that are prohibited by law must be confiscated.
Unauthorised property

Unauthorised property is made up of items that are:

- approved for use and possession but not issued to the inmate
- dangerous, illegal or prohibited or
- indecent, obscene or offensive.

All confiscated property must be kept in the inmate property store/reception room or other secure location as determined by the General Manager.

The manager/OIC of the inmate property store/reception room (or other person nominated by the General Manager) must register all confiscated property in a register provided for this purpose. Each register must include:

- the date the item was confiscated
- the name of the inmate (if known) who was in possession of the contraband
- the name of the officer who confiscated the item
- the method of disposal
- the name of the person who disposed of the item
- the date they were disposed and
- the signature of 2 staff members (one of who must be the MOS or delegated officer) to acquit the disposal.

Confiscated items must be kept in secure storage under the supervision of the manager/OIC of the inmate property store/reception room (or person designated by the General Manager) and the General Manager must stipulate the method of disposal.

Confiscated authorised property

Where possible, the manager/OIC of the inmate property store/reception room must determine the ownership of confiscated authorised property, and report to the General Manager about the items.

The General Manager shall determine whether confiscated property is returned to the owner or, if unclaimed, disposed of at auction.

The General Manager may order the destruction of any confiscated property that is not valuable or recorded under this policy.

Confiscated unauthorised property

Any property found in the possession of an inmate that is not recorded as belonging to that inmate must be confiscated. This includes any thing not issued or not approved for issue, and any dangerous article. Articles that are prohibited by law must be confiscated.

Evidence for disciplinary or legal action

The manager/OIC is responsible to preserve confiscated items that provide evidence for disciplinary or legal action. If property is transferred to an external agency for legal proceedings, the person taking possession of the item/s must endorse the confiscated property register.

Procedures for the recording and disposal of prohibited drugs and substances are
contained in Section 13 of the OPM – *Discovery and Disposal of Suspected Prohibited Substances.*

At the completion of any disciplinary action taken against an inmate for possession of unauthorised property the manager/OIC will report to the General Manager that the matter has been resolved. Where the property cannot be returned to the original owner the General Manager shall authorise the destruction of unauthorised confiscated property.

**All other confiscated unauthorised property**

The manager/OIC will report to the General Manager each week about any other confiscated property.

The General Manager must authorise the destruction of unauthorised confiscated property.

**Knives, blades, or prohibited articles.**

The manager/OIC of the inmate property store/reception room or the officer in charge of any place of detention must not accept a knife or blade, or any prohibited article found in the property of any person transferred into the custody of the CSNSW, unless the owner holds and produces a permit to possess the article.

If a knife, blade or prohibited article is accepted as part of an inmate’s property it must be confiscated.

At locations other than a correctional centre confiscated knives, blades or prohibited articles are to be sealed in a valuables pouch and recorded on the OIMS. Confiscated property must not be carried with any other property when transferred.

When confiscated knives, blades or prohibited articles are received at an inmate property store/reception room the manager/OIC must register the property and store it securely.

The manager/OIC of the inmate property store/reception room must inform the inmate that the article must be removed from the centre within 14 days and report to the General Manager about the property.

The General Manager shall direct the destruction of any knife, blade or prohibited article that is not removed from a correctional centre 14 days after the owner is informed that it must be removed.

Where a knife, blade or prohibited article is currently stored in a correctional centre, the owner must be informed that the article must be removed within 14 days and if not removed will be destroyed.

Where an article is not removed or destroyed, the General Manager must inform police 14 days before the inmate is discharged that the inmate will be carrying a knife, blade or prohibited article when released.

**INDECENT, OBSCENE OR OFFENSIVE ITEMS**

Inmates are not permitted to have in their possession or store:

- any photograph, picture, cartoon, text, electronically stored or produced image, video or audio recording of the victim of an inmate, or suspected of
being of the victim, or other images or material related to the inmate's crime; or
- any item which is indecent, obscene or offensive.

The manager/OIC must confiscate any indecent, obscene or offensive items from any inmate's stored property, inform the owner and report to the General Manager. The General Manager may order the destruction of any such material.

**RISKS TO SECURITY**

The manager/OIC of the inmate property store/reception room must confiscate any item in the stored property of an inmate if it is considered to be a security risk and report to the General Manager.

The General Manager shall order the destruction of any such article.

**PROPERTY NO LONGER APPROVED**

The manager/OIC of the inmate property store/reception room must ensure that any stored property no longer approved for issue is removed from the centre and not transferred to another centre.

In circumstances where removal is not possible, the item may be stored release when the property owner must take the items from the correctional centre. Property that is no longer approved cannot be transferred to another inmate.

12.

**ABANDONED, UNCLAIMED AND CONFISCATED ITEMS**

**Property register**

The manager/OIC of the inmate property store/reception room must keep a register of abandoned, unclaimed, and confiscated property.

The register must include all details surrounding the article including any reference to OIMS and the name of any person authorising destruction or disposal.

**Unclaimed property**

Unclaimed property remaining in CSNSW storage 3 months after the discharge of the owner, is regarded as abandoned.

**Disposal of abandoned or confiscated items**

The manager/OIC of the inmate property store/reception room must report abandoned property to the General Manager.

The General Manager shall establish procedures that comply with all legislative requirements to manage the disposal of property.

The General Manager shall authorise the disposal of abandoned property.

The manager/OIC of the inmate property store/reception room will prepare a schedule of abandoned property for disposal by auction. The property will be
delivered to an approved auctioneer for public auction.

**INMATE PROPERTY APPLICATIONS**

Inmate property applications are the responsibility of the manager/OIC of the inmate property store/reception room.

Only the manager/OIC of the inmate property store/reception room is authorised to make decisions on requests made by inmates about their property. All other staff may make recommendations only.

Appeals about decisions can be made by application to the General Manager.

**SENDING PROPERTY OUT OF THE CENTRE**

Inmates must apply in writing to send property out of the correctional centre unless the property is being sent out as a result of a direction to do so by the General Manager.

If the application is approved the property is to be taken to the inmate property store/reception room or activities office at a time convenient to the manager/OIC of the inmate property store/reception room or the activities officer.

The manager/OIC of the inmate property store/reception room must change the OIMS for all items as recorded. The OIMS record should not be changed until it is confirmed the property has left the centre.

The manager/OIC must ensure when disposing of property previously issued for personal Property that the person sending out the property is the owner.

**PROPERTY HELD FOR COLLECTION**

**Note:** The General Manager must approve the storage of property after the release of an inmate.

1. The manager/OIC of the inmate property store/reception room may only keep property on behalf of an inmate after discharge if there is storage space available and keeping the items will not reduce storage space for normal operations.

2. The OIMS record for the property is to be changed to ‘To Collect - Property for Collection’.

3. Property will only be kept for 3 months, after this time it will be regarded as abandoned.

4. Any costs incurred in the disposal of the property are the responsibility of the owner and no property will be forwarded by post or a common carrier for payment on delivery.

5. Property must not be stored unless contact details are recorded.

6. If an inmate returns to custody and requests the return of any personal property stored at another centre the property shall be given to a family member, a friend, the Prisoners Aid Association, or any other approved community organisation.
The CSNSW is not responsible to return stored property to the inmate. The General Manager of the centre storing the property may authorise the return of the property to the inmate upon payment of the cost of carrying or posting the property to the centre where the inmate is accommodate.

**MONITORING AND EVALUATION**

**At the local level:**
Manager/OIC of the property store/reception room will record all complaints received about inmate property and report on the resolution of these issues.

**At the regional level:**
An examination of storage and security arrangements for inmate private property and valuables storage areas will be incorporated as part of the regional inspection regime.

**At the corporate level:**
Operations Performance Review Branch will undertake targeted and/or thematic reviews of inmate private property.

**Document History**

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