

## Custodial Operations Policy and Procedures

### 4.4 Receiving property after admission

#### Policy summary

Property acquired by inmates after admission is limited to:

- Consumables available on the grocery buy-up
- Approved orders on the activities buy-up
- Approved items brought in by visitors
- Approved items for educational and art/craft activities
- Items issued to the inmate by the correctional centre or the Chaplaincy service
- Items issued by approved charitable organisations
- Items issued by JH&FMHN

#### Management of Public Correctional Centres Service Specifications

Service specification	Safety and Security Decency and Respect 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 (JH&FMHN), contractors, subcontractors, and visitors.

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# 1 Receiving property after admission

## 1.1 Policy

Inmates in custody may not receive any property except under the following circumstances:

- via the grocery buy-up, which is limited to a certain monetary value per week. These are consumable items and are issued to the inmate and kept in cell
- via the activities buy-up. Inmate orders for items on the activities buy-up must first be checked against property already registered on OIMS, and only approved if the order falls within property limits
- approved property received from visitors, including legal professionals
- if undertaking an arts/crafts activity or approved educational course, materials directly related to these activities. Educational courses are approved by the centre's most senior Work and Education officer. Arts/crafts activities need no approval provided all materials are purchased from the activities buy-up. Any additional material may be approved by the Governor or delegate on written request from the inmate
- items issued by the correctional centre or Chaplaincy Service
- items issued by approved charitable organisations
- medications issued by JH&FMHN

Wherever possible, printed materials for educational and arts/crafts activities (e.g. text books) are to be made available via the inmate tablet (see COPP **8.16 *Inmate Tablets***)

## 2 Delivered by visitors

### 2.1 Policy

Visitors are not permitted to deliver any items to a correctional centre unless delivery of a specific item has prior approval from a Functional Manager (FM) on an *Inmate Request Form*. Notices to this effect should be displayed in the centre's visits area.

Before approving any request, the FM must consider whether the item/s may be purchased through CSI or on activities buy-up. If so, the request is not approved. Visitors may be told that the purchase costs can be provided to the inmate's trust account.

### 2.2 Legal briefs

Legal representatives may deliver removable storage devices that contain the inmate's legal briefs and other related legal materials for use on inmate Blue Computers (refer COPP sections **8.3 *Inmate computers*** and **20.8 *Inmate access to legal resources***).

Legal documents may be accepted, however; removable storage devices are preferable due to limited storage space.

## 2.3 Private clothing

Private clothing is not for issue and not to be worn in any correctional centre, with the exception of certain AVL court appearances (see COPP **20.4 AVL for legal and court matters**).

Private clothing may be delivered to a correctional centre by family, friends or legal representatives for:

- court appearances or
- prior to discharge or deportation
- following the approval of a request from the inmate to receive the clothing.

In minimum security correctional centres inmates may receive extra sets of clothing for:

- approved short-term leave
- external education or employment programs

Further sets of clothing will only be accepted by one-for-one exchange of stored clothing approved by the OIC Property Store/Reception Area.

Once all court matters have concluded, clothes exceeding the limits set out in 4.3 *Management of stored property* should be collected by a person nominated by the inmate. The property is to be collected by that person within 30 days of receiving notification to collect the items.

If the OIC Property Store/Reception Area is unable to supply inmate clothing and underwear for male and female inmates whose body size is not catered for by CSNSW, they may accept new items of underwear for the inmate from a family member, friend, or community support organisation with the approval of the relevant functional manager.

## 2.4 Identification must be provided

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

## 2.5 Property receipts

All approved 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.

The private property receipt is then attached to the property.

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

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.

## 2.6 Procedure: approval of property delivered to inmates

	Procedure	Responsibility
1.	Check the <i>Inmate Request Form</i> and consider if the item being requested for delivery to the Centre is within policy guidelines or may be available through CSI or Activities Buy-up	FM/Authorised officer
2.	If approved, send the <i>Inmate Request Form</i> to the Inmate Property Store/Reception Room	FM/Authorised officer
3.	Send a copy to the visitor processing area of the Gate House	OIC/Authorised officer
4.	Receive the property item from the visitor and complete a property receipt.  Return the property item, property receipt (copy) and the <i>Inmate Request Form</i> (copy) to the inmate property store/reception room	Visits processing officer/Gate officer
5.	Record the item on OIMS (where necessary) and generate a new Inmate Property Record for the inmate to sign	OIC/Authorised officer

## 2.7 Approved items delivered by post or common carrier

An inmate may receive property (approved and recordable on OIMS) by post or carrier only in circumstances where family/friends live far from the correctional centre or have limited means of travelling to the centre.

Before requesting that any property be delivered by post or by a common carrier to a correctional centre, an inmate must first obtain the written approval on an *Inmate Application Form* from the relevant Functional Manager.

Inmates in the custody of the Drug Court or serving a sentence of 30 days or less may not receive property delivered by post or by a common carrier.

## 2.8 Returned property

When property that cannot be received, issued, or stored (unauthorised but not prohibited goods) 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 does not identify an address for return, the property is to be sent to the inmate's nominated next of kin/Emergency Contact Person. If an inmate does not have sufficient funds to pay for postage of their property, the Governor/OIC of a correctional centre may approve partial or complete payment of this expenditure.

## 3 Property obtained from inmate activity buy-up and other purchases

### 3.1 Policy

The Governor/OIC must implement LOPs where required to ensure that an inmate's property limits are checked before any activity buy-up items are approved.

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

Recordable items obtained from activity buy-ups, inmate services and programs staff, or any other purchases must be issued by the OIC inmate property store/reception room after they are recorded on the OIMS (refer to COPP **8.14 *Inmate buy-ups***)

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.

## 4 Property issued by the correctional centre, the Chaplaincy Service or approved charitable organisations

### 4.1 Policy

Correctional centre clothing and linen issued to inmates remains the property of the correctional centre and is not considered to be inmate property. (see COPP **1.5 *Issuing correctional centre clothing and linen***).

Correctional centres or the centre's Chaplain may issue headwear and other religious and cultural items in accordance with COPP **11.2 *Religious and cultural services***. These become the property of the inmate.

Approved charitable organisations may supply inmates with consumables and other items on certain significant occasions, (also outlined in COPP **11.2**). These also become the property of the inmate.

## 5 Items issued by JH&FMHN

### 5.1 Policy

An inmate may be issued with items or medications to keep in their cell. In such cases, JH&FMHN will inform CSNSW of the items or medications issued, and these become the property of the inmate (see COPP **6.8 Medications**)

On occasions, JH&FMHN will request certain items or medications be placed in the inmate's stored valuable property to ensure the inmate has access to the medication on release from the centre.

Justice Health NSW delivers a targeted take-home Naloxone Program to reduce mortality rates amongst inmates released from NSW correctional centres, who use opioid drugs or medicines.

	<b>Procedure for Naloxone issue</b>	<b>Responsibility</b>
1.	Identify and approve inmates requiring take home Naloxone. Take Naloxone spray to the reception/property area to place it in the inmate's property (sealed valuables bag)	JH&FMHN
2.	Locate the inmate's valuables bag and observe the Justice Health Nurse placing the Naloxone in the valuables bag.	Reception/property officer
3.	Add the Naloxone to the property register on OIMS.	Reception/property officer
4.	On release of the inmate, record on OIMS that the inmate has received Naloxone.	Reception/property officer
5.	If the inmate does not collect the Naloxone, contact JH&FMHN and request the nurse to collect it and return to the pharmacy.	Reception/property officer

## 6 Quick links

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

## 7 Definitions

COPP	Custodial Operations Policy and Procedures
OIC/ Authorised officer	The officer authorised by the governor to perform the functions prescribed as part of the Custodial Operations Policy and Procedures
OIC	Officer in Charge

## 8 Document information

<b>Business centre:</b>	Custodial Operations	
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1.0		Initial publication ( <i>Replaces section 9 of the superseded Operations Procedures Manual</i> )
1.1	15/03/24	Addition of information and procedures regarding issue of Naloxone in subsection 5 <i>Items issued by JH&amp;FMHN</i>