

Custodial Operations Policy and Procedures

4.5 Property on transfer

Policy summary

All property that is transferred must be conveyed in property tubs, canvas bag and valuables pouches secured with a CSNSW numbered seal that is recorded on the Offender Integrated Management System.

All property should go with the inmate on transfer to a centre of classification. If this is not possible, every effort must be made to transport the property to the inmate's location as soon as possible.

Management of Public Correctional Centres Service Specifications

Service specification	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 Property on transfer

1.1 Policy

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.

Inmate's property records must always travel with an inmate. 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.

Where possible, all property of inmates subject to transfer to any maximum or medium security facility will be x-rayed where a device exists, prior to escort and upon reception at the receiving centre.

All property being transferred must be secured in property tubs (maximum two, plus legal tubs if the inmate has outstanding court matters) canvas bags (maximum one) and valuables bags (maximum one) with a recorded, numbered security seal. Property tubs must be weighed and labelled, and must not exceed 15kg each.

All property should be transferred with the inmate if they are going to a new centre of classification. If this is not possible, every effort must be made to transport the property to the inmate's location as soon as possible.

2 Inter-centre transfers

2.1 Policy

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

No gaol-issue clothing is to be transported with the inmate other than the clothing worn by the inmate.

All educational, art and craft, or hobby items that are approved for transfer out of the centre 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 in **COPP section 8.13 Art. Craft, Hobbies, materials and sales**:

- *Permission to Keep Education, Art & Craft Materials in Cell (Educational) or*
- *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 either cell permission form will be confiscated and returned to the relevant officer i.e. Education Services Coordinator for educational items and the Activities Officer for activity items.

2.2 Carry-on property

Inmates may only retain sufficient toiletries, socks and underwear and asthma inhaler (if prescribed) for overnight use prior to escort. These are the only items permitted an inmate to take on a transport carry-on bag.

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

Prescribed medication

Inmates are generally not permitted to take any prescribed medication other than an inhaler with them during transport from any CSNSW location. 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.

2.3 Property for transfer

All property recorded on the OIMS is to be transferred with an inmate unless they are returning to the centre in less than 3 months. If this is not possible, every effort must be made to transport the property to the inmate's location as soon as possible.

Approved non-recordable property may also be transferred provided it fits within property volume/weight limits.

Whenever unaccompanied property containers are transferred to any other location, the Authorised Officer, 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.

The Authorised Officer may authorise the transfer of non-recordable food and toiletry items (e.g. when an inmate has received a buy-up just prior to the escort). Inmates are not entitled to any additional storage tubs to facilitate the transfer of non-recordable food items.

The contents of each storage container must only be those items recorded on the OIMS along with approved non-recordable items.

Whenever inmates are transferred to a gaol of classification, all of their property should 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 they are being transferred. The OIC/authorised officer 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, they must make an application for the property to be transferred to their current location.

2.4 Inter-centre transfer procedures

	Procedure	Responsibility																
1.	When notified that an inmate is to be transferred to another centre: Specify a time the day prior (if possible) to deliver all issued property to the reception room/property store.	OIC/ Authorised officer																
2.	Advise the inmate that they may retain any prescribed medication to last until escort departure. Return the balance of medication to reception for return to JH&FMHN.	OIC/ Authorised officer																
3.	Ensure that an inmate's property does not exceed the volume specified in this policy Confiscate any excess property and dispose of prior to an inter-centre transfer and record in OIMS as 'excess property' with the following notation in comments field: " <i>not returned to reception prior to transfer</i> "	OIC/ Authorised officer																
4.	Check carry-on bag and confiscate any excess or non-authorized items	OIC/ Authorised officer																
5.	Ensure all property to be transferred is sealed with numbered security seals and made available for loading at the appointed time for the escort.	OIC/ Authorised officer																
6.	Prepare the ' <i>Inmate Property for Escort Report</i> ' in triplicate with all three copies endorsed as follows: <table border="1" data-bbox="300 1550 1072 1796"> <thead> <tr> <th></th> <th>Sending location</th> <th>Transport officer</th> <th>Receiving location</th> </tr> </thead> <tbody> <tr> <td>Original</td> <td>✓</td> <td>✓</td> <td>✗</td> </tr> <tr> <td>Duplicate</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Triplicate</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>		Sending location	Transport officer	Receiving location	Original	✓	✓	✗	Duplicate	✓	✓	✓	Triplicate	✓	✓	✓	OIC/ Authorised officer (Sending & Receiving Location) Transport officer
	Sending location	Transport officer	Receiving location															
Original	✓	✓	✗															
Duplicate	✓	✓	✓															
Triplicate	✓	✓	✓															

<ol style="list-style-type: none"> 1. File Original at transferring location 2. File Duplicate for Court Escort Security Unit 3. File Triplicate at receiving location <p>Note: An additional copy of the duplicate must be made for connecting escorts</p>	
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2.5 Connecting transfers procedure

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

	Procedure	Responsibility																									
1.	<p>For connecting transfers, prepare the <i>Inmate Property for Escort Report in quadruplicate</i> as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Sending location</th> <th style="width: 15%;">Transport Officer 1</th> <th style="width: 15%;">Transport Officer 2</th> <th style="width: 15%;">Receiving location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Original</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✗</td> <td style="text-align: center;">✗</td> </tr> <tr> <td style="text-align: center;">Duplicate A</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✗</td> </tr> <tr> <td style="text-align: center;">Duplicate B</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td style="text-align: center;">Triplicate</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 1. File Original at transferring location 2. File duplicate A at Court Escort Security Unit 3. File duplicate B at Court Escort Security Unit 4. File triplicate at receiving location <p><i>Transfers involving more than two connections should use the same principle with additional copies of the duplicate for each additional connecting transfer.</i></p>		Sending location	Transport Officer 1	Transport Officer 2	Receiving location	Original	✓	✓	✗	✗	Duplicate A	✓	✓	✓	✗	Duplicate B	✓	✓	✓	✓	Triplicate	✓	✓	✓	✓	<p>OIC/ Authorised officer (sending & receiving locations) Transport officer 1 & 2</p>
	Sending location	Transport Officer 1	Transport Officer 2	Receiving location																							
Original	✓	✓	✗	✗																							
Duplicate A	✓	✓	✓	✗																							
Duplicate B	✓	✓	✓	✓																							
Triplicate	✓	✓	✓	✓																							
2.	<p>Before handing over responsibility for sealed containers or valuables bags to the connecting transport officer:</p> <ul style="list-style-type: none"> • identify all containers/bags listed on the <i>Inmate Property for Escort</i> report • verify that all seals are intact • verify that all containers are intact. 	<p>Transport officer 1</p>																									
3.	<p>When accepting responsibility for sealed containers or valuables pouches from the transport officer handing over:</p>	<p>Transport officer 2</p>																									

	<ul style="list-style-type: none"> • verify that all seals are intact • verify that the seal numbers are identical with the numbers recorded on the <i>Inmate Property for Escort</i> report • verify that all containers are intact 	
4.	Check carry-on bag and confiscate any excess or non-authorized items	OIC/Authorised officer

3 Sealed containers and valuables bags

3.1 Sealed and intact containers policy

Note: Correctly sealed and intact containers may be transferred without being opened and their contents verified as long as the seal number corresponds with the OIMS record and there is no damage to the containers.

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

3.2 Sealed and intact containers procedure

	Procedure	Responsibility
1.	Before handing over responsibility for sealed containers or valuables bags for escort: <ul style="list-style-type: none"> • identify all containers/bags listed on the Inmate Property for Escort report • verify that all seals are intact • verify that all containers are intact. 	OIC/Authorised officer (Sending location)
2.	When accepting responsibility for sealed containers or valuables bags: <ul style="list-style-type: none"> • verify that all seals are intact • verify that the seal numbers are identical with the numbers recorded on the <i>Inmate Property for Escort report</i> • verify that the container is intact. 	Transport officer
3.	When receiving sealed containers: <ul style="list-style-type: none"> • identify all containers/bags listed on the Inmate Property for Escort report • verify that all seals are intact • verify that all containers are intact. 	OIC/Authorised officer (Receiving location)

3.3 Damaged containers or seals, property discrepancies

If a container or seal is damaged in transit, or if there is any difference between the OIMS record, the *Inmate Property for Escort* (P1) report, and the contents of any container opened for verification, the following procedure applies:

	Procedure	Responsibility
1.	Provide a report of the variation to the Governor	OIC/Authorised officer
2.	Update/amend the OIMS record	OIC/Authorised officer
3.	Prepare an inmate property list for the inmate to sign (Verification of this list must comply with these procedures).	OIC/Authorised officer
4.	Endorse the report from the OIC/Authorised officer, Property Store/Reception Room and include any comments	Transport officer
5.	Provide a copy of the report to the General Manager, Court Escort Security Unit (CESU)	Transport officer
6.	If a container or seal is damaged during a connecting transfer: <ul style="list-style-type: none">• endorse the <i>Inmate Property for Escort</i> report• provide a report to the General Manager, CESU	Transport officer (In charge of the property)
7.	Ensure an investigation is conducted into any discrepancies that occurred during the escort.	General Manager, CESU

4 Transfers to the Long Bay Hospital

4.1 Policy

Admission Long Bay Hospital Area 2 (LBH2) 12 wing is an ordinary inter-centre transfer.

Inmates admitted to aged care, medical sub-acute and mental health wards in Long Bay Hospital Area 1 (LBH1) and 13 Wing mental health step-down are generally 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 (admissions to the Medical Sub-Acute Unit only).

Unsentenced inmates may also have private clothing for court appearances.

No other property is to accompany the inmate.

The OIC/Authorised officer 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 supervisor/OIC that has custody of the inmate's property, to forward the property to the inmate's location as soon as possible.

5 Property going to Court

5.1 Private property taken to Court

	Metropolitan centre to metropolitan court	Metropolitan centre to country court	Country centre to metropolitan court	Country centre to country court
Unconvicted inmates				
Canvas bag		✓	✓	✓
Legal documents	✓	✓	✓	✓
Stored property		✓		✓
Valuable property		✓	✓	✓
Convicted inmates temporary absence				
Canvas bag		✓	✓	✓
Legal documents	✓	✓	✓	✓
Stored property				
Valuable property		✓	✓	✓
Convicted inmates habeas appearance				
Canvas bag	✓	✓	✓	✓
Legal documents	✓	✓	✓	✓
Stored property				
Valuable property				

Note:
Storage tubs must be weighed and labelled with weight warning tape.
Only minimum stored property limits to be taken to court.

Unless the inmate applies in writing, valuable property for inmates at the Metropolitan Remand and Reception Centre will not be taken to court.

Note: Inmates are permitted to take a Just Connect-issued laptop computer (blue computer) and relevant USB drive to court if their legal brief has been supplied electronically.

Private property taken to court OIMS entries	OUT	CRT
Given to inmate	✓	
Taken with inmate		✓
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.

5.2 Drug Court

If an inmate is to attend the Drug Court for an expected release, all property goes with the inmate; if for a sanction, no property goes with the inmate.

6 Quick links

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

7 Definitions

Authorised officer	The officer authorised by the governor to perform the functions prescribed as part of the Custodial Operations Policy and Procedures
COPP	Custodial Operations Policy and Procedures
LBH	Long Bay Hospital
OIMS	Offender Integration Management System

8 Document information

Business centre:	Custodial Operations	
Approver:	Anne Marie Martin	
Date of effect:	22 June 2023	
EDRMS container:	18/7120	
Version	Date	Reason for amendment
1.0		Initial publication (<i>Replaces section 9 of the superseded Operations Procedures Manual</i>)