

Custodial Operations Policy and Procedures

8.5 Photos of inmates

Policy summary

This policy establishes the standards for photographing inmates and their visitors.

It also outlines security considerations which must be taken into account when taking recreational photographs, as well as considering the impact of the distribution of recreational photographs on children and other visitors.

Management of Public Correctional Centres Service Specifications

Service specifications	Decency and respect Safety and security
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW).

It also applies to all CSNSW employees, and where relevant to other personnel such as contractors, subcontractors, and visitors.

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1 Photos of inmates

1.1 Policy

The following inmates are **not** permitted to have recreational photographs taken under any circumstances:

- male inmates with the security classification of AA, A1, A1U, A2, A2U, E1 or E1U
- female inmates with the security classification of Category 5, E1 or E1U
- inmates have been designated by the Commissioner of Corrective Services (the Commissioner) as High Security (HS), Extreme High Security (EHS), Extreme High Risk Restricted (EHRR) or National Security Interest (NSI).

Recreational photographs can be taken of inmates of other classifications alone or with approved visitors.

Photographs with other inmates or other inmates' approved visitors are permitted only if the inmates are related and there are no legal orders or security restrictions preventing them from interacting (for example if there is an Apprehended Violence Order (AVO) or a Child Protection Order (**refer to COPP sections 10.2 Visitor restrictions and prohibitions, 10.11 Managing child visitors, 20.1 AVOs and 21.10 Child protection**)).

Photographing a group of inmates is strictly prohibited other than outlined below. Under no circumstances can inmates who identify as being part of a gang or organised criminal network pose together for a group photograph.

All requests to photograph a group of inmates are to be referred to the Governor for permission, prior to the photo being taken. The Governor may give permission for a group of inmates to be photographed together provided the reason is for a special event or celebration (for example a program graduation or NAIDOC Day celebration).

Recreational photographs must be taken using a digital camera with a removable storage device such as an SD card or memory stick.

Only standard 15cm x 10cm colour photographs are to be supplied; no enlargements are permitted.

1.1 Procedures for requesting photographs

Inmates must complete an *Inmate request form* to request recreational photographs be taken.

	Procedure	Responsibility
1.	Provide the inmate with an <i>Inmate request form</i> and make sure the request includes the names of all persons intended to be photographed. This form must be signed by the inmate (refer to COPP section 9.1 Inmate applications and requests).	Functional Manager (FM)/ Authorised officer

	Procedure	Responsibility
2.	Decide if the application is approved or not approved. If the application is approved, the inmate must complete and sign a purchase sheet. This must include their: <ul style="list-style-type: none"> • MIN • name • number of photographs required, and • the total cost. 	FM
3.	Check the balance of the inmate's trust account to ensure the inmate has sufficient funds to meet the cost of the photograph(s). Each single standard photograph will cost \$1.	FM/Authorised officer
4.	Write the following at the bottom of the purchase sheet and ensure the inmate signs and dates this: <i>"I, (insert inmates name)....., understand that the photographs being provided are not published anywhere without the written permission of the Commissioner of Corrective Services NSW".</i> <i>Inmate's name Signature of inmate..... Date.....</i> This is important for the inmate to acknowledge the condition under which the photograph/s is provided.	FM/Authorised officer
5.	Designate an officer to take the approved recreational photograph.	FM

1.2 Security considerations when taking a photograph

When taking photographs, the staff member must ensure:

- the photographs are taken in front of a blank wall or other area which does not identify the location of the photograph
- security equipment such as Closed Circuit TV (CCTV) cameras or monitors, microwave/micro-ponic devices, gates, locks, towers or razor wire are not shown in the photograph
- inmates are properly clothed (shirts on) and are not wearing any apparel (e.g. caps, jackets, t-shirts) which can identify the correctional centre or CSNSW
- inmates are not displaying gang signs, secret signs or gang tattoos.

1.3 Reviewing photographs

The staff member who takes the photographs must closely review all photographs to ensure all security considerations are met. Any photographs that do not meet the security requirements must be immediately deleted from the camera. They must not be processed or supplied to the inmate.

1.4 Procedures for printing the photographs

	Procedure	Responsibility
1.	Remove the removable storage device from the camera and take it to nominated commercial premises for printing.	Authorised officer
2.	Stamp each photograph is with the following notation on the reverse side: <i>“This photograph is not to be published anywhere without the prior written consent of the Commissioner of Corrective Services NSW.”</i>	Authorised officer
3.	Arrange for the inmate to collect the photographs, once they have been printed and returned to the correctional centre, and sign the purchase sheet as proof that they have collected the prints and are aware of the conditions under which they are permitted to have them.	Authorised officer
4.	Give the completed purchase sheet to Inmate Accounts for processing.	FM/Authorised officer

1.5 Sending the photographs out to approved persons

Inmates must comply with the CSNSW inmate mail policy and procedures if they wish to send photographs out of the correctional centre (**refer to COPP Section 8.1 Inmate mail**).

2 Quick links

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

3 Definitions

Authorised officer	The officer authorised by the Governor to perform the functions set out in this part of the Custodial Operations Policy and Procedures.
AVO	Apprehended Violence Order
CCTV	Closed Circuit TV
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
EHRR	Extreme High Risk Restricted
EHS	Extreme High Security
FM	Functional Manager
HS	High Security
NAIDOC	National Aboriginal and Islander Day Observance Committee
NSI	National Security Interest

4 Document information

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