COPP 3.1 Managing Prisoner Property

Prison

|  |
| --- |
| **Principles**  As referenced in the [Guiding Principles for Corrections Australia 2018](https://justus/intranet/prison-operations/Documents/guidelines-for-corrections-in-aus.pdf):  2.3.16 All prisoner property and money is managed in a lawful, effective and accountable manner that respects prisoners’ entitlements. |

# Contents

[1 Scope 4](#_Toc141349913)

[2 Policy 4](#_Toc141349914)

[3 Superintendent’s Responsibilities 5](#_Toc141349915)

[4 Property on Reception 5](#_Toc141349916)

[4.2 Property store area 6](#_Toc141349917)

[4.3 Volume of prisoner property stored 6](#_Toc141349918)

[4.4 Prisoner property inspection 7](#_Toc141349919)

[5 Prisoner Property for Storage 7](#_Toc141349920)

[5.1 Mobile phones and accessories 7](#_Toc141349921)

[5.2 Valuable property 7](#_Toc141349922)

[5.3 Documentation 8](#_Toc141349923)

[5.4 Medication 8](#_Toc141349924)

[5.5 Prisoner monies 8](#_Toc141349925)

[5.6 Financial transaction cards 8](#_Toc141349926)

[6 Refusing to Store Prisoner Property 9](#_Toc141349927)

[6.1 Prisoner property not stored 9](#_Toc141349928)

[6.2 Process for refusing to store property 9](#_Toc141349929)

[7 Property in the Possession of Prisoners 10](#_Toc141349930)

[7.1 General requirements 10](#_Toc141349931)

[7.2 Personal clothing 10](#_Toc141349932)

[7.3 Bedding 10](#_Toc141349933)

[7.4 Jewellery 11](#_Toc141349934)

[7.5 Body piercing 11](#_Toc141349935)

[7.6 Legal and other paper materials 11](#_Toc141349936)

[7.7 Toiletries and cosmetics 12](#_Toc141349937)

[7.8 Musical instruments 12](#_Toc141349938)

[7.9 Electrical items 12](#_Toc141349939)

[7.10 DVD and Blu-ray players 13](#_Toc141349940)

[7.11 Televisions 13](#_Toc141349941)

[7.12 Game consoles 13](#_Toc141349942)

[7.13 Compact discs 14](#_Toc141349943)

[7.14 Electrical items for medical reasons 14](#_Toc141349944)

[7.15 Security checks of electrical items 14](#_Toc141349945)

[7.16 Security seals for electrical items 14](#_Toc141349946)

[7.17 Audio/visual, computer games, pressed or recorded media discs 15](#_Toc141349947)

[8 Property Received at the Gatehouse 15](#_Toc141349948)

[9 Computers for Legal Defence Purposes and Devices for Educational Purposes 16](#_Toc141349949)

[10 Canteen Purchases 16](#_Toc141349950)

[10.1 Items purchased through canteen or recreation 16](#_Toc141349951)

[11 Transfer of Prisoner Property 16](#_Toc141349952)

[11.1 Transfer outgoing 16](#_Toc141349953)

[11.2 General requirements 16](#_Toc141349954)

[11.3 Transfer from other prisons 17](#_Toc141349955)

[11.4 Temporary/urgent transfers and temporary placements 17](#_Toc141349956)

[11.5 Medical movements 18](#_Toc141349957)

[11.6 Interstate or international transfers from Western Australia 18](#_Toc141349958)

[12 Management of Property in the Prisoner’s Absence 18](#_Toc141349959)

[12.1 General requirements 18](#_Toc141349960)

[12.2 Death of a prisoner 18](#_Toc141349961)

[12.3 Escape of a prisoner 19](#_Toc141349962)

[12.4 Recaptured prisoner 19](#_Toc141349963)

[13 Property Transactions 19](#_Toc141349964)

[13.1 Signing out property to a visitor 19](#_Toc141349965)

[13.2 Loan of property - prisoner to prisoner 20](#_Toc141349966)

[13.3 Transfer or sale of property between prisoners 20](#_Toc141349967)

[14 Unauthorised Items 20](#_Toc141349968)

[14.2 Prohibited property 21](#_Toc141349969)

[15 Property on Release 21](#_Toc141349970)

[16 Lost or Damaged Property 21](#_Toc141349971)

[17 Unclaimed Property 22](#_Toc141349972)

[17.1 General 22](#_Toc141349973)

[17.2 Public auction 22](#_Toc141349974)

[17.3 Destruction of property 22](#_Toc141349975)

[18 Standing Orders 22](#_Toc141349976)

[18.1 General requirements 22](#_Toc141349977)

[19 Annexures 24](#_Toc141349978)

[19.1 Related COPPs and documents 24](#_Toc141349979)

[19.2 Definitions and acronyms 24](#_Toc141349980)

[19.3 Related legislation 26](#_Toc141349981)

[20 Assurance 26](#_Toc141349982)

[21 Document Version History 27](#_Toc141349983)

[Appendix A: Prohibited or Permitted Access to Audio, Visual or   
Printed Materials 28](#_Toc141349984)

[Appendix B: Application of Security Seals 30](#_Toc141349985)

# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all public and private prisons administered by or on behalf of the Department of Justice (the Department).

# Policy

The storage and issue of prisoner property is processed and managed in accordance with the good order, security, and government of the prison.

Prisoner possession of personal property is based on identified individual needs, security classification, management regime and assigned privileges. Prisoners are responsible for the safekeeping of the property they retain in their possession.

Each prison has a responsibility to ensure that an accurate record is kept of a prisoner’s property.

All persons shall ensure care is taken while transporting, handling, recording, and storing prisoner property.

# Superintendent’s Responsibilities

### The Superintendent may issue a written Standing Order for the local management of prisoner’s property in accordance with this COPP.

### The Standing Order may set out local procedures not outlined within this COPP.

### The Superintendent is responsible for displaying a list of permitted and prohibited prisoner property and materials in an appropriate location, and in accordance with [Appendix A - Prohibited or Permitted Access to Audio, Visual or Printed Materials](#_Appendix_A:_Prohibited).

### Items that are classified as MA15+ shall be permitted at the discretion of the Superintendent and subject to a security assessment of the item.

# Property on Reception

### The Superintendent shall identify the authorised officers that are permitted access to the property store area.

### Authorised officers shall undertake an inventory of the prisoner’s property, including valuable property (VP), as soon as practicable after the prisoner’s reception and in the presence of the prisoner where possible.

### Authorised officers shall accurately record the prisoner’s property on the Total Offender Management System (TOMS) 220 report (220 report) identifying the item being listed to include but not limited to:

1. personal papers, documents, financial transaction cards, betting cards, lotto tickets and cash (including foreign currency)
2. jewellery, watches (separately photograph and weigh each item)
3. clothing (including the condition)
4. artwork (photograph the item)
5. medication (including photographing the prescription label on the box, where available, and the number of pills).

### Authorised officers shall ensure the 220 report clearly details and describes the item(s) listed to the best of their ability, to include:

1. brand/manufacturer names
2. colour
3. material type (e.g yellow metal, clear stone)
4. quantity
5. distinctive markings/names (hallmark and numbers)
6. ID number and security number
7. make and model
8. weight (VP only).

### Authorised officers on completion of the 220 report shall undertake the following:

1. pack the prisoner’s property into storage containers
2. ensure that VP is stored in accordance with this COPP
3. containers are to be labelled unique to each prisoner. Where the use of additional containers is approved by the Superintendent, record the number of the container and the total number of containers (e.g 1 of 2, 2 of 2)
4. ask the prisoner to check and sign the 220 report acknowledging a correct record
5. ensure that a copy of the signed report is placed on the prisoner’s 220 hard copy file
6. where possible, scan and upload the external agency’s (for example WA Police Force and contracted custodial transport services) prisoner’s property documentation into TOMS
7. if a prisoner refuses or is unavailable to sign the 220 report, a second authorised officer shall endorse the report (noting the absence or reason for the refusal or any other reason given by the prisoner).

### Where a prisoner refuses to sign the 220 report, this shall be recorded on TOMS and the Superintendent shall be informed of the prisoner’s reason for refusing to sign.

### Authorised officers shall complete the following when any property transaction occurs:

1. record the new status of the item on the 220 report to include date, receipt number and location (e.g prisoner possession/VP)
2. obtain the prisoner’s signature on the 220 report
3. enter comments on TOMS as to why the property has been altered or updated.

## Property store area

### Only authorised staff shall have access to the prisoner property store area.

### Authorised officers shall supervise prisoners working in the property store[[1]](#footnote-1) area at all times.

### Authorised officers shall ensure prisoners do not have access to the VP storage area.

### Authorised officers shall ensure all documentation regarding prisoner property is secured or supervised at all times.

## Volume of prisoner property stored

### Each prisoner may have the equivalent of one 50 litre plastic tub/box, stored in the property store[[2]](#footnote-2) area.

### Excess property shall be managed in accordance with this COPP.

### The Superintendent may increase the amount of property stored on behalf of a prisoner in exceptional circumstances, ensuring this decision is recorded on TOMS.

## Prisoner property inspection

### Authorised officers responsible for the storage of prisoner property shall, at least quarterly:

1. check the condition of all stored property to ensure no deterioration has occurred
2. randomly sample property stored against the inventory record
3. maintain a record of dates and details of inspection checks performed and report any variation to the Superintendent.

# Prisoner Property for Storage

## Mobile phones and accessories

### Mobile telephones and accessories shall be stored as VP. The Superintendent shall manage the mobile phone and accessories in accordance with this COPP. As a guide, a period of 30 days is considered reasonable for prisoners to make arrangements to have mobile phones and accessories signed out.

## Valuable property

### Items of VP may not be stored or issued where the item, in the opinion of the Superintendent, has a value greater than $200.The Superintendent may authorise the storage or issue of items said to have a value greater than $200.

### As a guide, a period of 30 days is considered reasonable for prisoners to make arrangements to have VP signed out.

### VP shall be stored in a secure area until arrangements are made for the release of the VP to a person of the prisoner's choice. VP shall be stored in a manner which is tamper proof and recordable on TOMS.

### VP with a greater value than $200 shall be photographed and in the case of jewellery and watches, weighed. Photographs, the weight of each item and any distinctive markings shall be recorded on the 220 report.

### Medication shall be photographed, and the quantity recorded on the 220 report.

### VP approved for storage shall be stored in a secure location and/or locked cabinet, and access shall be restricted to authorised officers.

### Where a prisoner is permitted to have VP with a value greater than $200 in their possession or stored in exceptional circumstances only, authorised officers shall ensure that the prisoner completes and signs a [Prisoner Property Indemnity for Liability](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) form, indemnifying the prison for loss or damage.

### Should the prisoner refuse to sign a Prisoner Property Indemnity for Liability form, they shall be advised that they:

1. shall not be permitted to have the property in their possession
2. must arrange to have the property signed out within an agreed timeframe. After which the Superintendent may dispose of the property in accordance with the provisions of this COPP.

### Wedding, engagement, and eternity rings, whilst considered VP, may be kept in storage, or issued to prisoners, with consideration given to the design and any security and safety threats.

### A prisoner may request a birth certificate upon their reception at prison (refer to section 5.4.2, [COPP 2.1 – Reception](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)). When received from the Transitional Manager, the prisoner’s birth certificate shall be stored as valuable property.

## Documentation

### Reintegration documents from education, employment or transitional services which are official/formal documents relating to a prisoner’s educational achievements or reintegration pathway shall be stored securely in the prisoner’s property.

## Medication

### Prisoner medication brought in on initial Reception shall be stored as VP, photographed and the quantity recorded on TOMS unless the prisoner gives consent for the medication to be destroyed. The prisoner shall confirm their consent to destroy the medication by signing the acknowledgement slip generated on TOMS. The signed acknowledgement slip shall be placed on the 220 hard copy file.

### Where a prisoner has provided written consent for their medication to be destroyed, authorised officers shall liaise with Health Services to determine the correct method of disposal.

### Where a prisoner has returned from a medical appointment or hospital admission, Reception Officers shall forward all medication, scripts or care plans accompanying the prisoner to the Medical Centre for Health Services staff to enter into ECHO and action accordingly.

### Where a prisoner is received through Reception from an External Agent or following a medical appointment/hospital admission and has prescribed medication, the Medication Receipt on TOMS shall be created and shall accompany the medication to the Medical Centre.

## Prisoner monies

### Reception Officers shall manage a prisoner’s private cash in accordance with [COPP 8.4 – Prisoner Finances](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### All money found in a prisoner’s property on initial receipt shall be:

1. placed into a secured cash envelope
2. secured in a safe or secure location; or
3. sent to the Cashier as soon as possible.

### Upon receipt by the Cashier, all Australian currency shall be entered into the Prisoners Private Cash Account.

### Foreign currency shall be managed as VP in accordance with this COPP.

## Financial transaction cards

### Financial transaction cards that are in the prisoner’s name, shall be treated as VP and may be stored in a secure area until arrangements are made to have them released to an individual of the prisoner’s choice.

### Where a prisoner’s financial card is to be released, it shall be managed in accordance with this COPP.

### Financial transaction cards that are not in the prisoner’s name shall be returned to the financial institution identified on the card.

### The Superintendent may authorise storage of financial transaction cards for remand or sentenced prisoners.

# Refusing to Store Prisoner Property

## Prisoner property not stored

### The Superintendent, or officer authorised by the Superintendent may refuse to store any property they deem to be perishable, dangerous, or unhygienic and order that it be destroyed or otherwise be dealt with. A record of such an order by the Superintendent shall be recorded on TOMS.

### For an item to be deemed dangerous it must compromise or threaten the good order and security of the prison or safety of staff, in the opinion of the Superintendent.

### The Superintendent, or officer authorised by the Superintendent, may refuse to store property if the property:

1. is illegal or considered a threat to the good order and security of the prison (e.g., Outlaw Motorcycle Gang material/items)
2. exceeds the allowable limits defined within this COPP
3. is a mobile phone and/or mobile phone accessories and has been stored for the agreed timeframe
4. is considered VP
5. is a tool
6. is a perishable good
7. is an unidentifiable powder, medication, or pills.

## Process for refusing to store property

### If a Superintendent has refused to store a prisoner’s property, or decides to stop storing it, the Superintendent shall:

1. inform the prisoner in writing that the property is not, or is no longer going to be stored at the prison, refer Prisoner’s Order to Sign Out Property on TOMS; and
2. request that the prisoner makes arrangements to have the property removed within a time specified in that request.

### If the prisoner fails to have the property removed within the specified time frame, the Superintendent may dispose of that property in accordance with the provisions of this COPP[[3]](#footnote-3).

# Property in the Possession of Prisoners

## General requirements

### Personal property in a prisoner’s possession is a privilege and items may be withdrawn in accordance with [COPP 10.1 – Prisoner Behaviour Management](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### In accordance with this COPP and any Standing Order, the Superintendent may allow prisoners to have in their possession permitted personal items.

### At a maximum, prisoners are allowed one plastic storage container no greater than 50 litres in volume of personal property in their cell, excluding electrical items, legal papers, and doonas. The Superintendent shall detail the nature of property allowed within a prisoner’s cell and any allowances.

### Prior to being issued, prisoners shall complete and sign a [Prisoner’s Property Indemnity for Liability](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) form, accepting responsibility for the safekeeping and reasonable use of their personal property retained in their cell.

### Should the prisoner refuse to sign a Prisoner's Property Indemnity for Liability form, they shall be advised of their options as outlined in section 5.2.

### All complaints or disputes relating to a prisoner’s property shall be managed in accordance with [COPP 9.2 – Prisoner Complaints](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

## Personal clothing

### Prisoners are not permitted to retain any item of personal clothing within their possession, unless authorised by the Superintendent.

### In general, prisoner clothing shall be laundered prior to being stored.

### The Superintendent may include a process within their Standing Order to ensure prisoners sign an acceptance for clothing items to be laundered.

### The Superintendent may provide guidance within their Standing Order of the types of clothing that are not to be laundered (e.g., items with specific dry cleaning requirements).

### Prisoners with outstanding court appearances shall be issued a set of clothing appropriate for court, suitable for their gender, with footwear included that shall be stored in an appropriate clothing bag.

### Prisoners with no further court appearances shall retain one set of civilian clothing, including footwear, in their property store. Clothing beyond this requirement shall be signed out in accordance with this COPP.

### Prisoners are not permitted to retain private footwear in their possession other than footwear purchased from the canteen. The only exception shall be orthopaedic or medically approved footwear which will only be issued with supporting advice from the Director Health Services.

## Bedding

### Prisoners may purchase doonas and/or pillows from the canteen, if available. One single bed doona is permitted to be in a prisoner’s possession.

## Jewellery

### At a maximum, prisoners are allowed to maintain in their possession the following items:

1. two pairs of plastic or metal studs only worn in the ears
2. religious necklace or chains with a religious pendant or charm (eg crucifix) supplied by the Chaplain in accordance with [COPP 9.1 – Cultural, Religious and Spiritual Services](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).
3. medic alert bracelet or medic alert necklace
4. wedding, engagement, or eternity rings, refer to section, 5.2 and 7.4.3.

### Personal watches are not permitted and shall be stored as part of personal property. Prisoners may purchase a watch from the canteen.

### The Superintendent may provide guidance within their Standing Order outlining which additional jewellery items are allowed on person.

### The estimated value of jewellery retained or stored shall not exceed the $200 VP restrictions, unless approved by the Superintendent. A signed [Prisoner's Property Indemnity for Liability](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) form will be required if the value is deemed to exceed the $200 restriction.

### Should the prisoner refuse to sign a Prisoner's Property Indemnity for Liability form, they shall be advised of their options as outlined in section 5.2.

## Body piercing

### Prisoners shall remove all exposed body piercings, except for those outlined in section 7.4.1.

### Unexposed body piercings may remain, except where the Superintendent considers it may constitute a security or health risk to the prison, prisoner, or others.

### Reception areas shall hold the necessary equipment, provide suitable facilities, and offer plastic retainers for prisoners to remove body piercing jewellery with the exception of genital piercings.

### Health Services clinicians shall monitor and assist with the removal of body piercings if requested and attend to matters where a piercing poses a health problem to the prisoner, or to administer first aid.

### The Superintendent may determine within the Standing Order the actions to be taken when a prisoner refuses to remove any piercing.

### All jewellery removed or retained shall be recorded on the prisoner’s property list on TOMS.

### The estimated value of the jewellery retained or stored is not to exceed the $200 value limit restrictions.

## Legal and other paper materials

### Subject to approval by the Superintendent, prisoners may be permitted to hold legal and other approved paper materials in their cells or view them in designated areas.

### The Superintendent shall ensure that when prisoners view legal evidentiary CDs/DVDs/materials, they do so under strict controls as per [COPP 3.2 Computer Use for Prisoners](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### Legal or court related documents shall be issued to the prisoner as soon as practicable, and a signed receipt shall be placed on the prisoner’s 220 hard copy file.

### Possession of restricted materials is prohibited in accordance with [Appendix A – Prohibited or Permitted Access to Audio, Visual or Printed Materials](#_Appendix_A:_Prohibited).

## Toiletries and cosmetics

### Superintendents may allow a reasonable number of toiletries and cosmetics to be issued that have been received during the initial reception, if the items are new/unopened.

### All toiletries and cosmetics in a prisoner’s possession at Reception, shall be reviewed, assessed, and recorded in line with existing security procedures.

### No aerosols, such as deodorants and body sprays, are permitted to be issued.

### Toiletries, cosmetics, and perfumes may be brought from an authorised source, such as the canteen.

## Musical instruments

### The Superintendent may approve prisoners to have one musical instrument, excluding electrical musical instruments, in their possession subject to security and operational considerations.

## Electrical items

### Prisoners are permitted to have electrical items in their cells based on their supervision level, refer to [COPP 10.1 – Prisoner Behaviour Management](https://justus/intranet/prison-operations/Pages/prison-copps.aspx), and may include but not limited to:

1. LCD or LED television with a screen size no larger than 24 inches
2. stereo system with no detachable speakers, with microphone removed (ideal size 60 cm x 25 cm x 25 cm), at the expense of the prisoner
3. DVD or Blu-ray player (only when a DVD player cannot be sourced)
4. fan (maximum size 40 cm)
5. clock radio
6. desk lamp
7. approved games consoles.

### Prisoners, sentenced or remand, may have a maximum of 3 electrical items delivered to the Gatehouse 14 days after initial arrival.

### Possession of an electric shaver shall be at the Superintendent’s discretion.

### The Superintendent may limit the number of electrical items in possession where the:

1. electrical system is inadequate to cater for multiple electrical items; or
2. presence of multiple electrical items may pose a safety risk.

### Stereos currently in the prison system that exceed the specifications listed in this COPP shall remain in the possession of the current owner. These stereos are not to be sold or given to other prisoners under any circumstances.

### All electrical items shall be tested in accordance with the [Electrical Testing Procedure](https://justus/intranet/human-resources/safety-health/OSH/electrical-testing-procedure.pdf) to ensure compliance with electrical safety standards.

## DVD and Blu-ray players

### Blu-ray players may only be purchased when DVD players cannot be sourced.

### DVD and Blu-ray players shall not have the following functions:

1. wi-fi
2. bluetooth
3. internet connectivity.

### USB ports shall be sealed with security seals as outlined in [Appendix B - Application of Security Seals](#_Appendix_B:_Application). This excludes USB ports that are used exclusively for power only

## Televisions

### When televisions are supplied by the prison, prisoners are permitted to have two other items delivered when transferred (not a television).

### If the prisoner is transferred to a prison which does not supply televisions, the prisoner may have a television delivered at that prison.

### Televisions shall have a screen size no larger than 24 inches and no internal hard drive, storage capacity or CD/DVD burning capacity.

### Televisions in cells shall not have internet connectivity.

### A prisoner occupying a cell with a supplied television shall be required to sign a [Prisoner's Property Indemnity for Liability](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) form acknowledging their liability regarding the television and associated equipment (remote and coaxial cable).

### Any damage, misuse or movement of the prison-owned television and accessories may result in the prisoner being held financially liable or a penalty being imposed.

## Game consoles

### The following game consoles are approved for use within prisons:

1. Microsoft Xbox 360 (1st generation arcade 4 gigabyte)
2. Microsoft Xbox 360 (2nd generation gloss black 250 gigabyte)
3. Sega Mega Drive Classic.

### Game consoles shall not have Wi-Fi/Bluetooth/internet connectivity. Where Wi-Fi/Bluetooth/internet connectivity is in built, authorised officers shall remove any hardware and place the property in storage or manage it in accordance with this COPP.

### The Department shall not be responsible for any damage caused to game consoles by removing in built Wi-Fi/Bluetooth/internet connectivity.

### Prisoners shall be permitted to use or be in possession of game consoles with up to two (2) hand controllers.

### Prisoners shall be permitted to have up to 10 DVDs, Blu-rays, or console games in their possession at any one time. DVDs, Blu-rays, and console games shall be recorded on the 220 report.

### Prisoners are permitted to retain existing previously approved game consoles until they are released from prison. Malfunctioning game consoles are to be placed in the property store area or signed out.

### USB and Ethernet ports shall be sealed with security seals as outlined in [Appendix B - Application of Security Seals](#_Appendix_B:_Application).

## Compact discs

### Prisoners are permitted to have up to 10 music CDs in their possession at any one time. The Superintendent may authorise additional CDs upon request.

### CD-R, CD-RW and other similar discs are not permitted, other than where the prisoner has been permitted the use of a Departmental laptop in accordance with [COPP 3.2 – Computers Use for Prisoners](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

## Electrical items for medical reasons

### The Superintendent, on receipt of confirmation from Health Services (Equipment Request letter), may approve access to electrical medical equipment subject to security checks. These items do not form part of the electrical item allocation.

### Prisoners may purchase these items in consultation with Health Services and they will remain in their possession for the period the item is medically required.

### Prisoners may be loaned medical devices for the duration of their imprisonment if medically required and approved by Health Services. Such items shall be recorded on TOMS on the 220 report and returned on transfer or release.

## Security checks of electrical items

### All electrical items received from family shall be opened and searched at the prisoner’s expense in accordance with [COPP 11.2 – Searching](http://justus/intranet/prison-operations/Pages/prison-copps.aspx) prior to issue. Items purchased from the canteen, or which have unbroken security seals are exempt from this requirement.

## Security seals for electrical items

### Reception and/or Canteen Officers shall place security seals on all electrical items and record the serial number on the 220 report on TOMS, prior to issue.

### The Superintendent, or an officer authorised by the Superintendent, shall ensure all USB ports in electrical items are either disabled or covered with a security seal as outlined in [Appendix B - Application of Security Seals](#_Appendix_B:_Application). This excludes USB ports that are used exclusively for power only.

### Electrical items with damaged security seals shall be returned to Reception, searched and new security seals attached prior to re-issue. Prisoners are required to cover the costs of the search and any associated charges for audit and repair, where applicable.

### Prison Officers that locate an electrical item with the security seal damaged or removed shall:

1. complete an incident report on TOMS in accordance with [COPP 13.1 – Incident Notifications, Reporting and Communications](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
2. return the item to Reception.

### Where security seals are found to have been tampered with the item may be removed from the prisoner’s possession and placed in storage for the remainder of their period of imprisonment. Reissue of the item shall not occur without approval from the Superintendent.

## Audio/visual, computer games, pressed or recorded media discs

### Prisoners are permitted a maximum of 20 discs in their possession at any one time. Discs will need to be checked to avoid contraband from entering prison. Discs are to be recorded on TOMS and can include:

1. up to 10 CDs or audio tapes
2. up to 10 DVDs, Blu-ray discs or computer games or;
3. educational software or student data.

### Prisoners are permitted to exchange any of the above items from Reception on a monthly basis.

### Prisoners are not permitted to subscribe to record CD, book or magazine clubs.

### Only original manufactured and pressed discs are permitted (e.g copies or ‘burnt’ versions are not permitted). Legal recorded discs can be viewed in a controlled and secure environment and returned to property store after being viewed.

# Property Received at the Gatehouse

### Subject to approval by the Superintendent, prisons may receive the following items at the gatehouse by mail or hand delivery subject to the requirements in section 7.9:

1. clothing for external appointments and discharge
2. undergarments including bras (applicable in cases where prisoners cannot purchase these items through the canteen)
3. photographs (excluding polaroids and photographs printed on standard paper)
4. prescription glasses/hearing aids/false teeth
5. wedding, engagement, and eternity rings
6. legal documents and material relating to a court case or appeal application
7. religious articles in accordance with [COPP 9.1 – Cultural, Religious and Spiritual Services](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
8. non-English language reading materials for prisoners unable to read English from Consulates only. Aboriginal prisoners shall be able to receive non-English reading materials from additional sources
9. televisions provided that are compliant with the size and specification restriction outlined in this COPP
10. babies and children's items in accordance with [COPP 4.5 – Residential Children](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
11. medically approved devices or equipment that have been approved via the Health Centre Clinical Nurse Manager and Security Manager.

### Gatehouse Officers shall complete a Visitors Receipt – Property Received from a Visitor and provide a copy to the visitor.

### Authorised officers shall record the property on the 220 report. Once approved, a copy of the receipt and property shall be provided to the prisoner.

### Unauthorised property received at the Gatehouse shall be handled in accordance with section 14.

# Computers for Legal Defence Purposes and Devices for Educational Purposes

### Refer to [COPP 3.2 – Computer Use for Prisoners](https://justus/intranet/prison-operations/Pages/prison-copps.aspx) regarding the application/use of Corrective Services issued computers and devices.

# Canteen Purchases

## Items purchased through canteen or recreation

### Authorised officers (e.g Canteen Officers) shall record non-consumable items purchased from the canteen (with a value over $10.00) on TOMS, prior to issue. The prisoner shall sign an updated TOMS 220 receipt when items are purchased.

# Transfer of Prisoner Property

## Transfer outgoing

### Authorised officers shall pack and label all personal property being transported in accordance with [COPP 12.4 – Prisoner Transfers](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### Prisoners being transferred by air are permitted no more than a total of 15 kilograms of personal property (2 bags) in accordance with [COPP 12.4 – Prisoner Transfers – Appendix C Dangerous Goods](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### Prisoners being transferred by coach are permitted 2 boxes no larger than 40 x 40 x 60cms in size of personal property, and 1 additional box containing electrical items, education, or legal materials.

## General requirements

### Authorised officers shall ensure VP is secured for transfer.

### Authorised officers shall check the:

1. property against the printed 220 report and confirm it matches
2. condition of the property against the record on TOMS and update if there are any changes.

### Where there are any discrepancies between the items for transfer and the records on TOMS, the authorised officer shall determine from the prisoner:

1. the whereabouts of property on the 220 report not brought to Reception
2. where any unlisted property has come from. If the authorised officer cannot determine the ownership of the property, it shall be treated as unclaimed property in accordance with this COPP.

### The authorised officer shall record any property status change on TOMS.

### Unclaimed property shall be managed in accordance with the provisions outlined in this COPP.

### Authorised officers shall print out a 220 report, ensuring the prisoner signs the form which then accompanies the prisoner’s property.

## Transfer from other prisons

### Authorised officers shall confirm that the seal on the tamper proof bag accompanying the prisoner is secured and shows no evidence of tampering.

### Authorised officers shall complete an inventory of the prisoner’s property against the accompanying 220 report in the presence of the prisoner, where practicable, and record on TOMS.

### If a property container is identified as having been tampered with, authorised officers shall immediately undertake an inventory of the property in the prisoner’s presence.

### Where an immediate inventory cannot be conducted the tampered/unsealed bag shall be placed into a separate sealed bag until such time as an inventory can be conducted.

### Authorised officers shall identify and investigate any discrepancies of items, other than consumable items, in consultation with the sending prison. The authorised officer shall advise their line manager.

### Authorised officers shall advise the prisoner of any damaged property and the claims procedure, providing assistance where required.

### Prisoners shall receive possession of their in-cell property as soon as practicable, following Reception.

## Temporary/urgent transfers and temporary placements

### Prisoners temporarily or urgently transferred, may retain their property in their cell if not occupying a shared cell. A Prison Officer shall secure the prisoner’s cell as soon as possible. However, where the cell is required due to prisoner population requirements, their property shall be stored in the property store area and the status changed on the 220 report to ‘stored’. This shall include temporary or urgent transfers:

1. to another prison
2. for disciplinary action
3. as a security precaution.

### Two officers shall conduct a cell clearance as soon as practicable. If a prisoner has occupied a shared cell:

1. ensure the other prisoner(s) are present, where practical
2. record all property removed from the prisoner’s cell on the Cell Clearance Form and the Items Removed from cell form on TOMS.

## Medical movements

### Where a prisoner is required to be escorted or temporarily transferred to a medical facility for treatment, their property shall be managed in accordance with the Temporary/Urgent Transfers and Temporary Placements section.

### Where a prisoner is transferred to a medical facility (e.g long-term hospital transfer), their property shall be managed in accordance with the Transfer of Prisoner Property – General Requirements.

## Interstate or international transfers from Western Australia

### Prisoners shall only be permitted to take seven kilograms of hand luggage (no checked in luggage) in accordance with the airline’s requirements (e.g no liquids or sharps), when the transfer is to another prison outside of Western Australia.

### Excess property shall be managed in accordance with this COPP or in exceptional circumstances may be transferred to the receiving prison at the sending prison’s expense in accordance with [COPP 12.4 – Prisoner Transfers](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

# Management of Property in the Prisoner’s Absence

## General requirements

### Where practicable, two authorised officers shall complete the following:

1. secure the prisoner’s property
2. check the property against the Cell Clearance Form and record items not listed on the Items Removed from Cell Form located on TOMS
3. sign both forms and forward the property and forms to reception.

### Authorised officers shall:

1. check the property against the Cell Clearance Form and Items Removed from Cell Form
2. pack, label (including items deemed Contraband) and store property
3. record on TOMS.

### Permitted property may be re-issued to prisoners in accordance with this COPP.

### Unauthorised items are to be managed in accordance with the provisions outlined in section 14.

## Death of a prisoner

### In the event of the death of a prisoner and in accordance with [COPP 13.2 – Death of a Prisoner](https://justus/intranet/prison-operations/Pages/prison-copps.aspx), the Superintendent shall authorise the prisoner’s property to be cleared from the cell on completion of the police investigation.

### Prison officers shall conduct the clearance of property in accordance with the requirements of this COPP.

### Authorised officers shall manage the property in accordance with the requirements of this COPP.

### The Superintendent shall provide direction regarding the release of the property, the Cell Clearance Form and Items Removed from Cell Form to the Coroner or police.

### The Superintendent, subject to approval from the Coroner and investigating police, shall contact the next of kin to:

1. collect and sign for the property; or
2. where applicable, arrange for the property to be returned.

### Unclaimed prisoner property shall be managed in accordance with this COPP.

## Escape of a prisoner

### Prisoner property shall be managed in accordance with this COPP and stored pending the prisoner’s return or further instructions issued by the Superintendent.

### Where an escaped prisoner shared a cell, Officers should ensure the other prisoner(s) are present, where practical, during the removal of the escapees’ property.

## Recaptured prisoner

### Where a recaptured prisoner is to be transferred, the authorised officers shall:

1. confirm all property is listed on the 220 report and sign, prior to forwarding to the relevant prison
2. notify the Superintendent/OIC of any anomalies/missing property and submit a report on TOMS in accordance with [COPP 13.1 – Incident Notifications, Reporting and Management.](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)

# Property Transactions

## Signing out property to a visitor

### A prisoner can request that items stored in the property store area be signed out to visitors.

### If the requested item is in the prisoner’s possession, Prison officers shall provide the property along with the written request to Reception, at least one day prior to the visit.

### Authorised officers shall complete the following:

1. change the status on TOMS to ‘assigned to visitor or external agent’ and enter the name of the visitor receiving the item
2. obtain both the prisoner’s and visitor’s signature on the TOMS receipt, authorising release, and collection of property.

### The postage process for prisoner property sent out by mail shall be at the prisoner’s expense and signatures are required from the organisation delivering the item and the recipient.

### Within seven days of initial reception a prisoner can arrange to have unauthorised items, or items required by family and friends to be signed out without a visit being booked, provided the person is a registered visitor on TOMS.

## Loan of property - prisoner to prisoner

### Prisoners are not permitted to loan personal items to other prisoners or staff without the written authority of the Superintendent or an officer authorised by the Superintendent.

### Authorised officers shall update the status of the items on TOMS to ‘on loan’ with all parties signing the printed receipt. The printed receipt is to be placed on the prisoner’s 220 hard copy file.

### Where a prisoner is found to have loaned property without approval, the property shall be confiscated and stored and the status update on TOMS to ‘not for issue’.

## Transfer or sale of property between prisoners

### The transfer or sale of property between prisoners is not permitted.

# Unauthorised Items

### Prisoners shall not be allowed to possess property if it:

1. was not officially issued to them or retained without the relevant approval; or
2. appears to constitute a threat or breach to the security or good order of the prison (includes property which has been distorted or altered).

### Prisoners found with unauthorised items may be subject to disciplinary action and have their property confiscated.

### Prison Officers shall confiscate unauthorised items and deliver them to authorised officers (e.g Security, Reception).

### Where unauthorised items are confiscated, an incident report shall be completed in accordance with [COPP 13.1 – Incident Notifications, Reporting and Communications](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### Authorised officers, on receipt of the unauthorised property, shall document the property on TOMS as ‘found’ property.

### The Superintendent shall determine the strategy for managing the unauthorised property, which may include:

1. store the item and provide it to the prisoner on release
2. return the item to any person, who the Superintendent believes to be the owner of the item[[4]](#footnote-4).

### On receipt of unauthorised items received by mail, authorised officers shall:

1. document the items on TOMS as ‘received in mail’
2. list the status of the property as ‘not for issue’ on TOMS
3. determine the strategy for managing the property, which may include returning the item to the sender, redirect to the prisoner's next of kin or signed out to a visitor as soon as practicable.

## Prohibited property

### Prisoners shall not access and shall not be permitted to access prohibited material or items, in accordance with [Appendix A – Prohibited or Permitted Access to Audio, Visual or Printed Materials](#_Appendix_A:_Prohibited).

### The Superintendent may ban or confiscate any permitted material if, in the opinion of the Superintendent, the material constitutes a threat to the security or good order of the prison.

# Property on Release

### Prisoner property shall be made available to the prisoner on their release or as soon as practicable thereafter. Authorised officers, prior to a prisoner’s release, shall prepare the prisoner’s personal property as follows:

1. check the stored property against the 220 report
2. check the cell property against the 220 report
3. search the property in accordance with [COPP 11.2 Searching](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
4. pack property
5. the prisoner signs the 220 receipt and accepts the property
6. update the status on TOMS to ‘in possession’.

### The property is then discharged from the system.

### Authorised officers shall manage unlisted property in accordance with this COPP.

### Authorised officers shall confirm with the prisoner the whereabouts of property listed on the 220 report but not in their possession.

### Authorised officers shall document all relevant information on TOMS and file the 220 report in the prisoner’s property file and forwarded to Operational Records Management for archiving.

# Lost or Damaged Property

### All staff shall advise the prisoner and submit a written report to the Superintendent, in accordance with [COPP 13.1 – Incident Notifications Reporting and Communications,](https://justus/intranet/prison-operations/Pages/prison-copps.aspx) regarding any unusual occurrence, omission, loss or damage to property.

### Superintendents can approve compensation for lost or damaged non-consumable items up to the value of $200.

### Compensation for lost or damaged artwork will be based on an evaluation by the Arts Coordinator in accordance with [COPP 8.5 – Prisoner Art](https://justus/intranet/prison-operations/Pages/prison-copps.aspx).

### Authorisation for compensation is limited in circumstances where the prison has failed to take reasonable care of property. No compensation applies in circumstances where property is damaged due to age or natural obsolescence

# Unclaimed Property

## General

### Where the owner of unclaimed property can be identified, the authorised officer shall send a letter (from TOMS) to the last recorded address, informing the former prisoner that the property will no longer be stored at the prison if not collected within 3 months.

### If property remains unclaimed after 3 months, it is considered to have been abandoned and the Superintendent shall order the Reception Officer to:

1. sell the property at public auction; or
2. give the property to an association incorporated under the *Associations Incorporation Act 2015*; or
3. destroy or otherwise dispose of the property accordingly[[5]](#footnote-5).

### The Reception Officer shall record the status change on TOMS.

## Public auction

### The Superintendent shall, on at least one occasion before a public auction, publish a notice in the Government Gazette describing the property and the time, date, and place of the auction[[6]](#footnote-6).

### The net proceeds of an auction sale shall be paid into the Prisoners Industrial Trust Fund[[7]](#footnote-7).

### The Reception Officer shall record the status change on TOMS.

## Destruction of property

### The prisoner shall be present, where applicable, if property is to be destroyed and shall sign a receipt confirming the destruction.

### Two officers shall sight the destruction of the property, and both shall sign the property record.

### The relevant authorised officers shall record the items destroyed and update the prisoner’s property status on TOMS.

# Standing Orders

## General requirements

### Superintendents may develop Standing Orders compliant with this COPP as operationally required.

### For prisons requiring a Standing Order this shall be compliant with [COPP 1.3 – Standing Orders](https://justus/intranet/prison-operations/Pages/prison-copps.aspx) and the Department’s Operational Policy and Procedure Framework.

### The Standing Order may include procedures for:

authorised officers that are permitted access to the property store area

how a prisoner increases the amount of property stored at the prison

property storage procedures

the issue of personal property including photographs, religious items, jewellery, and hobby and craft items

the amount and nature of property allowed within a cell

requesting and approving property into your prison

property on transfer

management of property following a prisoner’s death

destruction of property.

# Annexures

## Related COPPs and documents

**COPPs**

* [COPP 1.3 – Standing Orders](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 3.2 – Computer Use for Prisoners](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 4.5 – Residential Children](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 8.4 – Prisoner Finances](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 8.5 – Prisoner Art](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 9.1 – Cultural, Religious and Spiritual Services](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 9.2 – Prisoner Complaints](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 10.1 – Prisoner Behaviour Management](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 11.2 – Searching](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 12.4 – Prisoner Transfers](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 13.1 – Incident Notifications, Reporting and Communications](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 13.2 – Death of a Prisoner](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)

**Documents**

* [Electrical Testing Procedure](http://justus/intranet/human-resources/safety-health/OSH/electrical-testing-procedure.pdf)

## Definitions and acronyms

|  |  |
| --- | --- |
| Term | Definition |
| CD-R or CD-RW | Compact Disc-Recordable or Compact Disc Re-Writable – A compact discs format that allows recording/writing or repeated recording/writing to the disc. CD-R and CD-RW are not considered consumable items. |
| Commissioner’s Operating Policy and Procedure (COPP) | Operational Instruments that provide instructions to staff on how the relevant legislative requirements are implemented. |
| Computer | In relation to this procedures document, a computer shall mean “a specifically configured laptop computer approved by the Director of Security Services and provided, at the Department’s expense, for a set period as stipulated in the usage agreement”. |
| Consumable Items | Items liable to be completely used or consumed in less than 12 months. The definition of consumable items includes music compact disc (CDs or CD-ROMs) and audio tapes but does not include videotapes or other electronic media such as computer games or DVDs, or CD-R or CD-RW. |
| Contraband | Any unauthorised item |
| Culturally and Linguistically Diverse (CaLD) | Groups and individuals who differ according to religion, language and ethnicity and whose ancestry is other than Aboriginal or Torres Strait Islander or Anglo Celtic. |
| Electrical Item | Are deemed to be those items as listed in the TOMS electrical item drop down list. |
| Excess Property | Property that exceeds the total allowance of 1 50 litre box of property items stored in Reception plus one (1) 50 litre box of property items in a prisoner's possession.  NB: Electrical items, doonas, educational material and legal documents are excluded. |
| Financial Transaction Cards | Any financial institution or charge card or store (shop) card by which funds can be drawn or charged to an account. |
| Guiding Principles for Corrections in Australia, 2018 | The guidelines and the accompanying principles constitute outcomes or goals to be achieved, rather than a set of absolute standards or laws to be enforced. They represent a statement of intent that each Australian State and Territory can use to develop their own range of relevant legislative policy and performance standards to reflect best practice and community demands. |
| Illegal or Prohibited Item | Any item which is contrary to law or forbidden by an authority. |
| Mobile Phone | Mobile phones are portable handsets that connect to the public switched telephone network. Refer to [ICT Policies and Procedures](https://justus/intranet/technology/Pages/IT-Policies.aspx). |
| Mobile Phone Accessory | An additional fitting or attachment capable of being fitted to or used with a mobile telephone. Refer to [ICT Policies and Procedures](https://justus/intranet/technology/Pages/IT-Policies.aspx). |
| Monetary value | The lesser of either the purchase price, or replacement price for an identical or similar article of property. |
| Officer in Charge | An officer designated as having the charge and superintendence of a prison in the absence of the Superintendent. |
| Prisoner's Personal Property | Includes real and personal property and everything, animate or inanimate, capable of being the subject of ownership per *Criminal Code Act Compilation Act 1913*. |
| Authorised officers | Appropriately trained officers appointed to assist with the daily operations of reception area and involved with the management of prisoner property. |
| Reintegration documents | Examples of reintegration documents include but are not limited to Certificates from any Training Organisation, Birth Certificates, Driver’s Licences, Construction White Cards, First Aid tickets, Fork Lift tickets etc. |
| Religious article | An item (including literature) of special significance that has spiritual, religious or devotional meaning. |
| Superintendent | The Superintendent as defined in s. 36 [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html) includes any reference to the position responsible for the management of a private prison under Part IIIA [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html). |
| Total Offender Management Solution (TOMS) | The computer application used by the Department of Justice for the management of prisoners in custody. |
| Tools | An object designed to do a specific kind of work by directing manually applied force or by means of a power source. |
| Valuable Property (VP) | Personal items of value (not including electrical items), including jewellery, watches, financial transaction cards and small items considered to be of value to the prisoner as listed under the TOMS Valuable Property heading. |

## Related legislation

* *Prisons Act 1981*
* *Prisons Regulations 1982*

# Assurance

**It is expected that:**

1. Prisons will undertake local compliance in accordance with the [Compliance Manual](http://justus/intranet/department/standards/Pages/monitoring.aspx).
2. The relevant Deputy Commissioner within Head Office will undertake management oversight as required.
3. Operational Compliance will undertake checks in accordance with the [Operational Compliance Framework.](http://justus/intranet/department/standards/Pages/monitoring.aspx)
4. Independent oversight will be undertaken as required.

# Document Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version no** | **Primary author(s)** | **Description of version** | **Date completed** | **Effective Date** |
| 1.0 | Operational Policy | Approved by the Commissioner Corrective Services | 6 October 2021 | 8 November 2021 |
| 2.0 | Operational Policy | Approved by the Commissioner Corrective Services | 22 December 2022 | 23 December 2022 |
| 3.0 | Operational Policy | Approved by the Commissioner Corrective Services | 26 July 2023 | 27 July 2023 |
| 4.0 | Operational Policy | Amendment Approved by A/Director, Operational Policy, Compliance and Contracts | 03 October 2023 | 04 October 2023 |

Appendix A: Prohibited or Permitted Access to Audio, Visual or Printed Materials

The following information applies to items and materials in which prisoners can keep in their possession.

**Unauthorised items include material which contains the following:**

* Pictures or text depicting excessive violence, racial vilification or terrorism
* Sexually orientated material involving soft pornography, violence, coercion, compulsion, force, bodily harm or threats
* Detailed information on the fabrication of drugs, weapons or explosives
* Martial arts and fighting techniques or the commission of criminal acts
* Outlaw motorcycle gang or other gang related material/items
* The promotion of genocide or hatred or any identifiable group on grounds of colour, race, religion, ethnicity, gender, or sexual orientation
* Sexually explicit pictures or text.

Those items that have a MA (15+) restricted classification shall be permitted at the discretion of the Superintendent.

**Access to Audio, Visual or Printed Material**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type | Classification | | Permitted | Prohibited |
| Audio CD’s  (CDs/Tapes)  Pre - 2020 | Warning Moderate Impact (Level 1) | | Permitted |  |
| Warning Strong Impact (Level 2) | | Permitted |  |
| Restricted High Impact Themes (Level 3) | |  | Prohibited |
| Exceeding Level 3 | |  | Prohibited |
| Refused Classification | |  | Prohibited |
| Audio CD’s  From June 2020 | From July 2020, the following label will be used as a consumer advisory label on products that contains potentially offensive lyrics and or themes. | | Advisory Label |  |
| (Level 1) Black and White  Infrequent aggressive or strong coarse language; and/or moderate impact. References to drug use, violence, sexual activity or themes. | | Permitted |  |
|  | (Level 2) Blue and White  Frequent aggressive or strong coarse language; and/or strong impact. References to or detailed descriptions of drug use, violence, sexual activity or themes. | | Permitted |  |
| (Level 3 Restricted) Red and White  Product containing graphic descriptions of drug use, violence, sexual activity or very strong themes, which have a very high degree of intensity and which are high in impact. | |  | Prohibited |
|  | Exceeding Level 3 | |  | Prohibited |
| Computer Games | G | General | Permitted |  |
| PG | Parental Guidance | Permitted |  |
| M | Mature Audiences | Permitted |  |
| MA(15+) Restricted | Mature Restricted | Permitted[[8]](#footnote-8) |  |
| R(18+) | Restricted to 18+ Years |  | Prohibited |
| RC | Refused Classification |  | Prohibited |
| Films/Videos | G | General | Permitted |  |
| PG | Parental Guidance | Permitted |  |
| M | Mature | Permitted |  |
| MA(15+) Restricted | Mature – Restricted | Permitted[[9]](#footnote-9) |  |
| R(18+) Restricted | Restricted to 18+ Years |  | Prohibited |
| X(18+) Restricted | Restricted to 18+ Years |  | Prohibited |
| Publications | RC | Refused Classification |  | Prohibited |
| Unrestricted |  | Permitted |  |
| Category 1 Restricted | Restricted to 18+ Years |  | Prohibited |
| Category 2 Restricted | Restricted to 18+ Years |  | Prohibited |

Appendix B: Application of Security Seals

This Appendix relates to the application of Security Seals on the USB ports on 1st and 2nd generation XBOX 360 consoles as well as televisions, DVD players, Blu-ray players and set-top boxes or other electrical equipment. Except for UBS ports used for providing the device with power.

**Security Seals**

A Security Seal is not a sticker, but rather a specific type of security label which will leave a visual sticky backing on the item to indicate where it has tampered with or removed.

Each Security Seal has a unique security reference number also known as a serial number.

The images below shows the most used type of Security Seals (image 1).

|  |
| --- |
|  |
| Image 1 |

**Applying Security Seals to the 1st Generation XBOX 360 (XBOX 360 Gen1)**

The primary security risk of the XBOX 360 Gen 1 is present in the USB ports of the console which are located on both the front and back of the console.

Placing Security Seals onto the front of the console will not secure USB ports as the face plate can be removed, providing access to the USB ports as show in image 2.

|  |
| --- |
| Image 2 - Xbox 360 with and without face plate |

Security Seals must not be placed solely on the console faceplate. Image 3 shows the incorrect placement of Security Seals onto the faceplate. The faceplate should be removed and the Security Seals place directly onto the USB ports (images 4 and 5) ensuring that the Security Seal completely covers the metal surround before replacing the faceplate.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Image 3 | Image 4 | Image 5 |

The XBOX 360 Gen 1has an additional USB Port and Ethernet (Network) Port located on the back of the console. In this case, seals can be applied directly onto the back of the console.

In order to properly secure the rear ports, the Security Seal must fully cover both ports and adhere to the surrounding plastic. Image 6 demonstrates the correct (Green) and incorrect (Red) application of Security Seals to the rear ports of the XBOX 360 Gen 1.

|  |
| --- |
|  |
| Image 6 |

**Applying Security Seals to the 2nd Generation XBOX 360 (XBOX 360 Gen 2)**

The XBOX 360 Gen 2 has a number of significant differences to XBOX 360 Gen 1. Most notably the gloss black finish, the absence of a removable faceplate and the presence of 5 USB ports, 2 on the front (image 9) and 3 on the rear of the console (image 8).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | Image 7 | Image 8 | |

As the XBOX 360 Gen 2 console does not have a detachable faceplate the Security Seals can be placed directly onto the faceplate and other surfaces.

In addition to the USB ports, the XBOX 360 Gen 2 also has an internal hard drive for data storage. This hard drive is located in the top of the console behind the plastic grill as indicated in image 9.

|  |
| --- |
|  |
| Image 9 |

After removing black grill, the location of the hard drive can clearly be seen as shown in image 10.

|  |
| --- |
|  |
| Image 10 |

The hard drive is removed by grasping and pulling upwards on the small black tab as shown in image 11.

|  |
| --- |
|  |
| Image 11 |

The hard drive access port must be secured by placing the Security Seal across the top of the hard drive and metal surrounds as indicated in image 12.

|  |
| --- |
|  |
| Image 12 |

**Application of Security Seals to televisions, DVD players and Set-top Boxes**

As with the XBOX 360, numerous brands of televisions, DVD players and Set-top Boxes now feature USB ports. These USB ports must be secured in the same manner as used on the XBOX 360, by covering the entire port and ensuring the seal is properly adhered to the surrounding area.

Whilst all televisions are different and configurations may vary from model to model, USB ports can be located in a number of different positions including the rear (images 13 and 14) and side of the television (images 15 and 16).

|  |  |
| --- | --- |
|  |  |
| Image 13 | Image 14 |

|  |  |
| --- | --- |
|  |  |
| Image 15 | Image 16 |

**Additional comments**

In addition to securing the USB and hard drive ports of both generations of XBOX 360s and the USB ports of televisions and other electrical equipment, Security Seals should also be placed on the item in such a way as to prevent disassembly of the console and surrounds.

1. Direction by the Commissioner - Management of Prisoner’s Property [↑](#footnote-ref-1)
2. Direction by the Commissioner - Management of Prisoner’s Property [↑](#footnote-ref-2)
3. r.37 *Prisons Regulations 1982* [↑](#footnote-ref-3)
4. s41 (3)(b) *Prisons Act 1981* [↑](#footnote-ref-4)
5. r.37 *Prisons Regulations 1982* [↑](#footnote-ref-5)
6. r.37(2) *Prisons Regulations 1982* [↑](#footnote-ref-6)
7. r.37(3) *Prisons Regulations 1982* [↑](#footnote-ref-7)
8. Subject to the requirements outlined at section 3.1.3 [↑](#footnote-ref-8)
9. Subject to the requirements outlined at section 3.1.3 [↑](#footnote-ref-9)