

Australian Capital Territory

# Corrections Management (Management of Monies) Procedure 2007\*

Notifiable instrument NI2007-445

made under the

*Corrections Management Act 2007*, section 14(1) (Corrections policies and operating procedures)

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## 1 Name of instrument

This instrument is the *Corrections Management (Management of Monies) Procedure 2007*.

## 2 Commencement

This instrument commences on the day after it is notified.

## 3 Policies and operating procedures

Under section 14 of the *Corrections Management Act 2007* (the Act), I make the

### MANAGEMENT OF MONIES PROCEDURE

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan  
Executive Director  
ACT Corrective Services  
17 December 2007

\*Name amended under Legislation Act, s 60



**Belconnen Remand Centre (BRC)  
Symonston Temporary Remand Centre (STRC)  
Court Transport Unit (CTU)  
Symonston Periodic Detention Centre (PDC)**



## MANAGEMENT OF MONIES PROCEDURE

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### Purpose

To address the legal requirement to maintain accurate and auditable financial records for the management of prisoner monies.

### Authority

#### Legislation

*Corrections Management Act 2007*, section 14

### Scope

This procedure commences when a trust account is set up for a prisoner and ends when the prisoner is released from custody.

### Procedure

#### **1 Handover of prisoner accounts and petty cash**

Step	Action	Responsibility
1	Accounts Handover Form prepared.	Outgoing Duty Chief
<u>2</u>	Monies counted.	Outgoing and incoming Duty Chiefs
<u>3</u>	Accounts Handover Form signed and countersigned.	Outgoing and incoming Duty Chiefs

#### Step 2

Where a discrepancy exists which the oncoming and outgoing Duty Chiefs cannot be reconciled, this must be noted on the Account Handover Form and an Officer’s

Report must be written by the outgoing Duty Chief and must be forwarded to the Superintendent.

### Step 3

Following a correct handover, this must be noted on the Accounts Handover Form, in the Trust Handover Folder, and in the Duty Log.

## **2 Preparing monies for an escort**

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
<u>1</u>	Prepare monies envelope for all prisoners on escort to the Courts.	Duty Chief
<u>2</u>	Seals verified.	Escort Officer
<u>3</u>	Prisoner bailed or otherwise released from court.	CTU Corrections Officer

### Step1

All prisoners who are attending court are to be escorted with all of their property and valuables (including monies).

The prisoners' money must be placed in an envelope and sealed using the correctional centre's designated numbered seals.

The seal number must be recorded on the Account Handover Form and the Prisoner's Property Sheet.

### Step 2

Escort Officers must verify that the number on the seal matches the number recorded on the prisoner's property sheet, and that the seal is intact. The Escort Officers must sign the prisoner's property sheet to show that they have taken custody of the envelope.

If a seal is found to be broken, this must be reported to the Duty Chief. The Duty Chief must then open the envelope, verify the contents, and reseal the envelope. If the contents are not found to be correct, the Duty Chief and Escort Officer must file an Officer's Report.

### Step 3

Where a Magistrate or Judge releases a prisoner from ACTCS custody, the prisoner is to be issued with their money in accordance with [Steps 2 to 6](#) below.

## **3 Preparing monies for a prisoner's release**

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
<u>1</u>	Prepare monies envelope for prisoners being discharged.	Duty Chief
2	Seal broken in front of prisoner.	Corrections Officer
3	Prisoner issued money.	Corrections Officer
4	Prisoner counts money.	Corrections Officer

<u>5</u>	Prisoner signs that money is correct.	Corrections Officer
<u>6</u>	Prisoner released from custody.	Corrections Officer

#### Step 1

The prisoners' money must be placed in an envelope and sealed using the correctional centre's designated numbered seals.

The seal number must be recorded on the Account Handover Form and the Prisoner's Property Sheet.

#### Step 5

The prisoner must verify that they have counted the money and that the amount stated on the envelope is the cash amount they have received.

The signed notification must be forwarded to the Finance Officer.

Where a prisoner claims that the amount is incorrect, the prisoner must request, in writing, that the Superintendent investigate the matter.

The alleged discrepancy must be noted on the Account Handover Form and an Officer's Report must be submitted.

Where possible this will be investigated by the Superintendent prior to his/her discharge.

### **4 Escorting prisoners from the Watch House**

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
<u>1</u>	Prepare monies envelope for all prisoners to be escorted to the Courts.	CTU Corrections Officer
<u>2</u>	Seals verified.	CTU CO2
<u>3</u>	Prisoner bailed or otherwise released from court OR prisoner escorted to BRC/STRC.	CTU Corrections Officer
<u>4</u>	Seals verified.	Induction Officer/ Duty Chief
<u>5</u>	Monies forwarded to the Finance Officer.	Induction Officer/ Duty Chief
<u>6</u>	Monies accepted into the prisoner's trust account.	Finance Officer/ Duty Chief.

#### Step 1

Corrections Officers escorting prisoners from the Watch House will place and money located in the prisoner's property in an envelope and place a numbered seal on the envelope, recording the seal number on the property sheet.

#### Step 2

On arrival at the CTU, the CO2 must verify that the seal matches the number recorded on the prisoner's property sheet, and that the seal is intact. The envelope must then be secured in the safe.

If a seal is found to be broken, this must be reported to the Deputy Superintendent. The CO2 must then open the envelope, verify the contents, and reseal the envelope. If the content is not found to be correct, the CO2 and escorting Corrections Officer must file an Officer's Report.

### Step 3

Where a Magistrate or Judge releases a prisoner from ACTCS custody, the prisoner is to be issued with their money in accordance with [Steps 2 to 6](#) above.

Where a prisoner is remanded or otherwise ordered to remain in ACTCS' custody, the money is to be taken along with the prisoner to the BRC/STRC.

### Step 4

On arrival at the BRC, the Induction Officer must verify that the seal matches the number recorded on the prisoner's property sheet, and that the seal is intact.

If a seal is found to be broken, this must be reported to the Duty Chief. The Duty Chief must then open the envelope, verify the contents, and reseal the envelope. If the contents is not found to be correct, the Duty Chief and Escort Officer must file an Officer's Report.

### Step 5

The envelope containing the money (with seal intact) is to be forwarded to the Finance Officer if it is received during business hours.

### Step 6

The Finance Officer will accept the monies into the prisoner's trust account.

If the prisoner is inducted outside of business hours, the Duty Chief will accept the money into the prisoner's trust account.

On receiving a new prisoner into custody the following action shall be taken before any expenditure on behalf of that prisoner takes place:

- all money is to be counted.
- a receipt is to be issued with all copies remaining in the receipt book for handover to the Finance Officer; and
- the amount receipted and the receipt number shall be entered on a prisoner Trust Account card with the dossier number as the account number.

Where a prisoner is received into custody with a cheque in their property the cheque will be secured with their valuables.

## **5 Receiving monies from a prisoner's visitor (at the Front Desk)**

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
1	Money received.	Visits Officer
<a href="#">2</a>	Receipt issued.	Visits Officer
<a href="#">3</a>	Money forwarded to Finance Officer.	Visits Officer

4	Money deposited in prisoner's account.	Finance Officer
5	Copy of receipt forwarded to prisoner.	Finance Officer

### Step 2

The name and address of the person depositing the money must be recorded on the receipt.

### Step 3

Where the money is received during business hours, the money is to be placed in an envelope with a copy of the receipt. The money is then to be forwarded to the Finance Officer for processing.

Where the money is received outside of business hours, the Duty Chief will:

- place the money in the Trust Account Cash Tin;
- credit the amount to the prisoner's Trust Account; and
- amend the Account Handover Form by entering the amount received and the receipt number.

## **6 Receiving monies from a prisoner's visitor (by mail)**

Step	Action	Responsibility
<u>1</u>	Money order or cheque received.	Visits/Induction Officer
<u>2</u>	Receipt placed in envelope with letter.	Visits/Induction Officer
<u>3</u>	Money forwarded to the Finance Officer.	Visits/Induction Officer
4	Money deposited in prisoner's account.	Finance Officer

### Step 1

Persons writing to a prisoner may send bank cheques and money orders to be deposited in the prisoner's account. In accordance with the *Prisoner's Mail Policy* and *Procedure*, all mail will be opened and inspected for contraband. Any bank cheques or money orders that are detected through this process will be processed in accordance with this procedure.

Where possible, personal cheques and cash that are detected through this process will be returned to person who sent the item in. Where this is not possible, cash will be deposited and personal cheques will be secured in the prisoner's property.

The prisoner's name and PID, as well as the visitor's name, must be clearly identifiable.

### Step 2

The money order or bank cheque will be removed and replaced with a receipt. The receipt will be forwarded to the prisoner along with their letter.

In place of the visitor's signature a notation will be made stating that the amount was received in the mail.

### Step 3

A copy of the receipt must be attached to the bank cheque or money order. Both the receipt and the bank cheque or money order will be forwarded to the Finance Officer.

## **7 Processing expenditure from a prisoner's trust account**

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
<u>1</u>	Prisoner request received.	CO2
<u>2</u>	Request approved.	CO2
<u>3</u>	Purchase made.	Corrections Officer/ Finance Officer
<u>4</u>	Trust Account amended.	Duty Chief/ Finance Officer

### Step 1

Prisoners may request that items be purchased from their trust account by submitting an internal buy-up form, or a Prisoner's Request Form.

### Step 2

Where a request is made using a Prisoner Request Form, the Duty Chief must approve or deny the request. Where the request is denied, the prisoner must be informed of the reason for the denial.

### Step 3

A receipt issued by the place of purchase must be used to account for all expenditures.

### Step 4

Where a purchase is made during business hours the receipt will be attached to the Prisoner's Request Form and forwarded to the Finance Officer for processing.

Where a purchase is made outside of business hours, the Duty Chief shall debit the necessary amount from the relevant prisoner's Trust Account Card and shall amend the Account Handover Form listing the relevant prisoner's account number and the amount spent. The Prisoner's Request Form and receipt will be forwarded to the Finance Officer on handover for verification and will then be placed on the prisoner's dossier.

## **Forms/Templates**

Monies Receipt Book  
Account Handover Form  
Prisoner's Property Sheet  
Prisoner Account History Sheet  
Trust Handover Folder  
Duty Log  
Prisoner's Request Form

## **Related policies and procedures**

Management of Monies Policy  
Prisoner's Mail Policy

Prisoner's Mail Procedure  
Prisoner Property Policy  
Prisoner Property Procedure