

Corrections Management (Prohibited Things, Restricted, Excess, and Non-Standard Items) Operating Procedure 2025

Notifiable instrument NI2025–540

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Prohibited Things, Restricted, Excess, and Non-Standard Items) Operating Procedure 2025*.

2 Commencement

This instrument commences on the 1st December 2025.

3 Operating Procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

4 Revocation

This instrument revokes the *Corrections Management (Prohibited Things, Restricted, Excess, and Non-Standard Items) Operating Procedure 2024* [NI 2024-577].

Leanne Close ^{APM}
Commissioner
ACT Corrective Services
30 September 2025



OPERATING PROCEDURE	Prohibited Things, Restricted, Excess, and Non-Standard Items
OPERATING PROCEDURE NO.	13
SCOPE	ACT Correctional Centres

PURPOSE

To provide instructions for staff on how to manage prohibited things, restricted, excess, and non-standard items coming into ACT correctional centres.

DEFINITIONS

Electronic device

Any item that operates using electrical power or battery and is capable of processing, storing, transmitting, or receiving information or communication. This includes, but is not limited to, mobile phones, tablets, and USBs.

Excess item

An item in quantities above a person's allowable limit or requirement including:

- medication
- items provided through the Stores system.

Non-standard item

An item that would not normally be expected to enter a correctional centre, or that is not linked to a person's duties

Prohibited thing

An item that is not permitted to enter ACT correctional centres generally because of the potential to compromise the security of a correctional centre or the safety of any person.

Prohibited Things Declaration

Lists all items prohibited to possess or enter in a correctional centre.

Restricted item

A prohibited thing that is permitted under certain circumstances as described in this operating procedure.

Staff

A person employed to work at an ACT correctional centre in any capacity.

PROCEDURES

1. Managing the entry of prohibited things, restricted items, excess or non-standard items

- 1.1. Correctional officers are authorised and required to challenge all attempted introductions of prohibited things, restricted items, excess and non-standard items and deny their entry into ACT correctional centres in accordance with the Searching Policy and in the absence of the required approval in accordance with section 7 of this operating procedure.
- 1.2. If a correctional officer identifies an item as prohibited, restricted, excess, or non-standard, the correctional officer must check the Prohibited Things, Restricted, Excess and Non-Standard Items folder at the X-ray Officer's Station to confirm if the item is approved and ensure the entry conditions are in accordance with the approval and the item is as described.
- 1.3. If the item is approved for single entry or temporary entry, the details must be recorded in the Prohibited Things, Excess and Non-Standard Items Register, including the date of expiry.
- 1.4. Where a prohibited, excess, or non-standard item that has been approved for single entry or temporary entry is removed from the AMC, the X-ray officer must sign the Prohibited Things, Excess and Non-Standard Items Register to confirm the item is exiting the AMC.
- 1.5. The Security Systems Team will periodically review the electronic items Prohibited Things, Excess and Non-Standard Items Register in consultation with relevant areas.
- 1.6. If the item is not approved to enter the AMC and the person asserts it is required for official reasons, the person must be directed to secure the item in a locker or remove it from the premises, and obtain the required approval as outlined at section 7.
- 1.7. If the item is prohibited, the correctional officer stationed at the gate or x-ray must:
 - a. immediately report the attempted entry to the Senior Director Operations or, in their absence, the Duty Manager, in accordance with the Evidence Management Operating Procedure
 - b. complete an Incident Report detailing the when, where, who, what, and how of the attempted entry. Where the attempted introduction appears to be accidental, the X-ray Officer will record this in the report and advise the Duty Manager.
- 1.8. If an excess or non-standard item is detected, the item will be returned to its owner to store in a locker prior to entering.
- 1.9. The Gate Supervisor must check the Prohibited Things, Excess and Non-Standard Items Register at the end of each day shift, to confirm that all approved single use entry items for that day or expired temporary entry items are confirmed as having exited the AMC.
- 1.10. Where the Gate Supervisor is not able to confirm that all approved single use items for that day, or expired temporary entry items have exited the AMC, the Supervisor must:
 - a. make necessary inquiries to ascertain whether the item remains in the AMC
 - b. amend and endorse the Prohibited Things, Excess and Non-Standard Items Register as appropriate
 - c. report the outcome in an Incident Report.

- 1.11. The Gate Supervisor will remove any expired *Prohibited Things, Excess and Non-Standard Items Application Forms* and return them to the Security Systems Team, or AMC Executive Support Team, for record keeping.
- 1.12. If a prohibited electronic item is to remain in the AMC for business purposes (such as a desktop computer), this must still be approved in accordance with section 7.4. Applicants must indicate in the *Prohibited Things, Excess and Non-Standard Item Application Form* that the item will remain in the AMC as approved business equipment.
- 1.13. The Security Systems Team will maintain a register and conduct audits of these prohibited items.

2. Staff and service provider approvals for restricted items

- 2.1. The Assistant Commissioner Custodial Operations (ACCO) has approved the entry of items listed below, exclusively applicable to ACTCS employees and correctional centre service providers only:
 - a. keys
 - b. medication (prescribed, nicotine patches, herbal and/or over the counter) up to the required amount for one (1) day only. The employee may be asked to provide a prescription (either a paper copy or electronic via email)
 - c. currency/money up to \$20 only
 - d. food in plastic containers for personal consumption (in situations where a staff member is attending a workplace function, a small amount of food to share is permitted)
 - e. a mobile phone leased by ACTCS and stored in the Master Control Room (MCR) and used for business purposes, such as hospital watch
 - f. a laptop leased by ACTCS and stored with the Security Systems team and used for business purposes, such as hospital watch
 - g. mobile telephones in accordance with section 3.

3. Mobile phone approval for ACTCS Senior Management

- 3.1. The following positions may bring a mobile phone into the AMC for business purposes:
 - a. Commissioner
 - b. Assistant Commissioner Custodial Operations
 - c. ACTCS Executive Branch Manager (EBM)
 - d. Custodial Senior Directors.
- 3.2. The X-ray officer must record the entry and exit of mobile phones each day in the *Prohibited Things, Excess and Non-Standard Items Register*.

4. Police access

- 4.1. Police weapons, including firearms, ammunition, batons and OC spray, are to be stored in a safe located in the Gatehouse. Police weapons may only be permitted in a correctional centre with permission from the ACCO or above.
 - a) Police are permitted to maintain handcuffs and body cameras on their person without completing an application to do so.
- 4.2. Police conducting interviews with detainees are approved to bring the necessary equipment for the purpose of their interview. In this situation, they are not required to complete the Prohibited Things, Excess and Non-Standard Item Application Form.
- 4.3. Details of the items brought into the AMC must be recorded in the Prohibited Things, Excess and Non-Standard Items Register by the Gate Officer.
- 4.4. The X-ray Officer must sign the Prohibited Things, Excess and Non-Standard Items Register to confirm the item is exiting the AMC.
- 4.5. Police responding to a crime scene are approved to bring the necessary equipment for the purpose of their attendance. In this situation, they are not required to complete the Prohibited Things, Excess and Non-Standard Item Application Form and correctional officers are not required to record the items they bring in.

5. Emergency services personnel and vehicle access

- 5.1. Ambulance and Fire Brigade personnel responding to emergency situations have approval to bring in the necessary equipment for the purpose of their attendance. In this situation, officers are not required to record the items they bring in.
- 5.2. In non-emergency situations, Ambulance and Fire Brigade personnel must leave their personal mobile phone at the Gatehouse.
- 5.3. Where a vehicle is entering or exiting a correctional centre it must be searched in accordance with the Searching Policy and Vehicle Searches Operating Procedure.

6. Members of ACT National Preventative Mechanism

- 6.1. The ACT Human Rights Commission, the ACT Ombudsman and the ACT Inspector of Custodial Services make up the ACT's National Preventative Mechanism (NPM).
- 6.2. The NPM supports Australia's implementation of the United Nations' Optional Protocol to the Convention Against Torture and Other Cruel, Inhuman and Degrading Treatment or Punishment (OPCAT).
- 6.3. The NPM members may bring in the necessary equipment for the purpose of their attendance. In this situation, they are not required to complete the Prohibited Things, Excess and Non-Standard Item Application Form.
- 6.4. If staff have concerns about the equipment NPM members are bringing into the correctional centre, they should immediately report these concerns to the Senior Director Operations or above.

- 6.5. Details of the items brought into the AMC must be recorded in the Prohibited Things, Excess and Non-Standard Items Register by the Gate Officer.
- 6.6. The NPM member must sign the Prohibited Things, Excess and Non-Standard Items Register to confirm the item is exiting the AMC.

7. Approval of prohibited things for specific purposes

- 7.1. Prohibited things may be approved to enter a correctional centre for specific purposes. Approval by the Senior Director Operations must be received in advance of entry.
- 7.2. Approval of prohibited things cannot be granted on the same day, except in exceptional circumstances. Persons who attend the Gate House with prohibited things and without prior approval will be asked to leave the prohibited thing in a locker or remove it from the premises.
- 7.3. Prohibited things that may be considered for entry into a correctional centre for specific purposes are:
 - a. industrial cleaners
 - b. hand sanitising liquid
 - c. alcohol based products, such as communion wine in accordance with the Detainee Religion Policy
 - d. cameras and photographic devices
 - e. laptops
 - f. multi-media items, including USB's
 - g. recording devices
 - h. tools that are not on the AMC tool register
 - i. other items required for business purposes.
- 7.4. To gain approval for a prohibited item to enter a correctional centre, the Prohibited Things, Excess and Non-Standard Item Application Form must be completed and submitted to the Senior Director Operations in one of the following ways:
 - a. if the prohibited item is an electronic device, applications must be submitted by email to actcssecuritysystems@act.gov.au. Applications must contain a photo of the prohibited item, and list identifying information (such as an asset or barcode number)
 - b. for all other prohibited items, applications must be submitted by email to AMCexecsupport@act.gov.au. Applications must contain details of the prohibited item.
- 7.5. In the absence of the Senior Director Operations, the Assistant Commissioner Custodial Operations or Commissioner may provide approval.
- 7.6. It may be determined that one of the following approvals for entry of the item is made:
 - a. single use entry — items that are approved to enter for one (1) day only and must be confirmed as having exited that same day

- b. temporary entry — items that are approved to enter for a maximum of six (6) months and must be confirmed as having exited.
- 7.7. Items that are approved for temporary entry must be appropriately secured if left in the correctional centre during the approved period. In all such situations, the intended storage location must be recorded on the Prohibited Things, Excess and Non-Standard Item Application Form.
- 7.8. If approval to introduce the requested item into the AMC is provided:
 - a. a paper copy of the approved form must be added to the Prohibited Things, Excess and Non-Standard Items folder retained at the X-ray Officer's Station
 - b. the original endorsed form will be retained by the Security Systems Team or AMC Executive Support, as appropriate.
 - c. the details of the approval will be registered on the electronic system coordinated by the Security Systems Team.
- 7.9. A paper copy of the approved form must be kept on the applicant at all times while at the correctional centre.

8. Legal representatives

- 8.1. Legal representatives may request to use electronic devices for the purpose of conducting interviews or providing legal advice. Legal representatives must submit a Prohibited Things, Excess and Non-Standard Item Application Form and have this approved prior to entering a correctional centre with a prohibited item.

9. Contractors and Trades access

- 9.1. Contractors and Trades may bring equipment including vehicles, plant, parts and tools for the purpose of undertaking work.
- 9.2. Contractors and Trades must complete the Contractor Tool Form and Vehicle Approval Form and have these approved by the Senior Director Operations or above, prior to entering a correctional centre with a prohibited thing.
- 9.3. The hiring officer engaging the services of a contractor or trades is responsible for arranging that all relevant documents are provided to them.
- 9.4. Any tools or equipment brought into a correctional centre without the appropriate approval are considered a prohibited thing and will be seized in accordance with the Prohibited Things Declaration. This includes mobile telephones and any other electronic devices.
- 9.5. The approved Contractor Tools Form and Vehicle Approval Form must be retained by the contractor or trades person and presented to a correctional officer for confirmation upon entering and exiting the centre.
- 9.6. Either the X-ray or Visits Reception Officer must also ensure an appropriate search is conducted of all tools and equipment entering a correctional centre in accordance with the Searching Policy and Entry Searching Procedure, prior to access being granted.

- 9.7. Where a vehicle is entering or exiting a correctional centre it must be searched in accordance with the Searching Policy and Vehicle Searches Procedure.
- 9.8. The Gate Officer must ensure all approved tools are signed in and out of the correctional centre on the Tools Register, prior to granting the contractor access to enter or leave the centre.

10. Administration

- 10.1. For applications involving electronic devices, the Security Systems Team is responsible for the issue, collation and record keeping of all Prohibited Things, Excess and Non-Standard Item Application Forms.
- 10.2. For all other applications, the AMC Executive Support team is responsible for the issue, collation and record keeping of all Prohibited Things, Excess and Non-Standard Item Application Forms.
- 10.3. The Security Systems team or AMC Executive Support team will provide the Prohibited Things, Excess and Non-Standard Item Application Forms in paper or electronic format on request.
- 10.4. For applications involving electronic devices, completed Prohibited Things, Excess and Non-Standard Item Application Forms must be hand delivered to the AMC front reception or scanned and e-mailed to actcssecuritysystems@act.gov.au five (5) business days prior to the intended date the item is to be introduced, unless there are exceptional circumstances, when a shorter time period may be allowed.
- 10.5. For all other applications, completed Prohibited Things, Excess and Non-Standard Item Application Forms must be hand delivered to the AMC front reception or scanned and e-mailed to AMCexecsupport@act.gov.au five (5) business days prior to the intended date the item is to be introduced, unless there are exceptional circumstances, when a shorter time period may be allowed.
- 10.6. The Security Systems Team will maintain a Prohibited Things, Excess and Non-Standard Items Register of all current and expired prohibited, excess, and non-standard items applications relating to electronic devices.
- 10.7. The AMC Executive Support Team will maintain an electronic Prohibited Things, Excess and Non-Standard Items Register of all other current and expired prohibited, excess, and non-standard items applications.

RELATED DOCUMENTS

- Detainee Religion Policy
- Entry Searching Procedure
- Evidence Management Operating Procedure
- Investigator Interviews with Detainees Policy
- Maintenance and Infrastructure Management Policy
- Prohibited Things Declaration

- Prohibited Things, Excess and Non-Standard Item Application Form
- Prohibited Things, Excess and Non-Standard Items Register
- Searching Policy
- Vehicle Searches Operating Procedure

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ACT Corrective Services
September 2025

Document details

Criteria	Details
Document title:	Corrections Management (<i>Prohibited Things, Restricted, Excess, and Non-Standard Items</i>) Operating Procedure 2025
Document owner/approver:	Assistant Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	5 years after the notification date
Responsible Officer:	Senior Director Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2024</i>

Version Control			
Version no.	Date	Description	Author
V7	September-25	Minor amendment	S Gray
V6	August-24	Minor amendment	H Cheney
V5	July-23	Minor amendment	M McKenzie
V4	June-23	Major revision and update	M McKenzie
V3	May-21	Update	C Justason
V2	August-19	Update	T Rust
V1	June-18	First Issued	A Campbell