

Custodial Operations Policy and Procedures

4.2 Property kept in cell

Policy summary

Certain property items can be issued to inmates and kept in cell. Items of value to the inmate must be registered on the Offender Integrated Management System (OIMS). Items of little value and consumables need not be registered.

Property kept in cells should not exceed the volume of two property tubs or 30kg in weight. However, inmates with pending court matters, or engaged in approved education or art/craft activities, may apply for permission to exceed these limits.

Management of Public Correctional Centres Service Specifications

Service specification	Decency and Respect Professionalism and Accountability
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW. It also applies to all CSNSW employees, and where relevant to other personnel such as, Justice Health & Forensic Mental Health Network (JHNSW), contractors, subcontractors, and visitors.

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1 Issued property limits and control

1.1 Legal documents

Inmates may only have access to legal documents if they have outstanding court matters and the documents relate directly to those matters.

Wherever possible, inmates should have electronic access to their legal documents, negating the need for paper copies. For further information on electronic access and paper versions refer to COPP **20.8 Inmate access to legal documents** and **8.3 Inmate computers**.

Inmates may have no more than one storage tub of legal material in their cells, with the rest held in the centre's property store. These can be exchanged on a one-for-one basis.

Legal documents will be stored only until the inmate's court matters/appeals have been finalised. The inmate must be asked to nominate a method of disposal. Legal documents will be stored no longer than three months after all court matters are finalised.

1.2 Religious and cultural items

Approved religious and cultural items are recordable items, according to the limits and procedures specified in COPP section **11.2 Religious and cultural services**.

If an inmate is wearing religious headwear on reception, they must remove it for any routine search, but should be allowed to continue to wear it until it can be replaced with a CSNSW approved item supplied by CSI or the chaplain. Some other religious and cultural items are also permitted (refer to COPP **11.2 Religious and cultural services**).

1.3 Educational, art, craft, and hobby materials

Educational, art and craft, and hobby materials are not additional to the limits of private property (refer to **COPP Section 8.13 Art, craft, hobbies, materials and sales**).

However, the OIC of the inmate property store may authorise the use of an additional property storage tub to registered students actively engaged in current studies, after consultation with the most senior Education staff of the centre. Before the Education staff member issues recordable educational items to inmates they must ensure those items are recorded on the inmate's OIMS property record by the property store staff. Non recordable items are listed on the forms:

- *Permission to Keep Education, Art & Craft Materials in Cell (Educational)* or
- *Permission to Keep Art, Craft & Hobby Materials in Cell (Non-Educational)*.

and the form given to the inmate to store with the materials.

Functional Managers and Activities Officers are responsible for determining the amount of hobby, art/craft material required for inmate recreation activities in cells. Before Activities Officers issue recordable activity items to inmates they must ensure

those items are recorded on the inmate's OIMS property record by the property store staff.

All recordable educational, art and craft items that become personal property must be recorded on the OIMS property record. These must be stored in the property tubs of the inmate to whom they are issued when transferred.

The Authorised Officer may agree to store and transfer art and craft/hobby items that do not fit into a standard storage tub, depending on available space, until they can be signed out and collected by family, friends, or a community representative.

1.4 Limits to recordable property issued to inmates

All inmates	Quantity
Air cushion (Medical certificate required)	1
Baseball Cap	1
Approved beanie	1
Soft-cover books	5
CDs	10
Deck of cards	2
Doona	1
Education/art/craft material	Approved items for education Art/craft items available on buy-up Approved non-buy-up items
Approved gloves	1 pair
Prescription glasses	2 pairs
Private papers/personal effects	One A4 file box with up to 500 pages
Approved enclosed footwear (e.g. runners, Ugg boots)	2 pairs (see conditions below: 1.5 Inmate footwear)
Shaving mirror (not double sided) if appropriate	1
Approved shorts (non-gaol issue)	5
Approved singlets (non- gaol issue)	5
Approved sloppy joe/tracksuit top/jumper (non-gaol issue)	2
Approved socks/underwear (non-gaol issue)	10
Sunglasses (non-reflective only)	1 pair
Therapeutic sandals	1 pair
Approved open footwear (e.g. thongs, sandals)	2 pairs
Towel (non- gaol issue)	2

Approved tracksuit pants (non- gaol issue)	2
Approved T-Shirts (non- gaol issue)	5
Plain Wedding band (No gem stones)	1
Weight belt (requires doctor's certificate)	1
Wristwatch	1

+ Female inmates	Quantity
Approved cardigan (non-gaol issue)	1
Approved maternity dress (non-gaol issue)	2
Earring stud/sleeper	1 pr

1.5 Inmate Footwear

The green inmate jogger is issued to inmates on reception. The only other shoes an inmate may have in cell re those available on the activities buy-up. An exemption is granted to Hunter, Macquarie and Compulsory Drug Treatment CCs to allow other identified brand-name shoes to be purchased, but on transfer to other centres, these shoes must be surrendered to inmate property for storage until release.

1.6 Electrical equipment (all recordable)

All inmates	Quantity
AC/DC adaptor (Minimum security only)	1
Electric fan (max. 23 cm diameter)	1
Reading lamp	1
Approved television	1
Approved sandwich maker	1
Kettle	1
Portable radio (no dimension larger than 22cm)	1
Walkman style radio	1
Clock radio	1
Hair Dryer	1

1.7 Limits to non-recordable property

All inmates	Quantity
Magazines	10

Newspapers	5
Soft Cover Books (including religious text)	5
Deck of cards	2
Socks/underpants (incl. thermal underwear)	As approved by local management.
Personal toiletries	As approved by local management
Consumable art/craft and hobby material	Approved items

+ Female inmates	Quantity
Brassieres	As approved by local management
Sports Bra	As approved by local management
Underpants	As approved by local management

1.8 Educational, art and craft items

Certain items issued by Work and Education staff are part of the inmate's property limits; this includes both recordable and non-recordable items.

	Becomes personal property	Recordable items on OIMS	Included in private property storage allowance
CSNSW items used by inmate and must be returned when transferred	X	X	X
CSNSW items used by inmate and can be taken to another centre but must be returned at discharge	X	✓	✓
CSNSW items given to inmate	✓	✓	✓

2 Quick links

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

3 Definitions

Authorised Officer	The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Operations Policy and Procedures
COPP	Custodial Operations Policy and Procedures
OIC	Officer in Charge
OIMS	Offender Integrated Management System
JHNSW	Justice Health and Forensic Mental Health Network. Justice Health & Forensic Mental Health Network (JHNSW) is a division of NSW Health providing health services to inmates.

4 Document information

Business centre:	Statewide Operations	
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Version	Date	Reason for amendment
1.0	22/06/23	Initial publication (<i>Replaces section 9 of the superseded Operations Procedures Manual</i>)
1.1	11/10/23	Inclusion of CDTCC in subsection 1.5 <i>Inmate footwear</i>
1.2	31/07/24	Correction made in 1.1 Legal documents to align with other COPP policies – only one tub of legal documents permitted in cell. Inclusion of sandwich maker in 1.6 <i>Electrical equipment</i> .
1.3	26/08/24	Amendment to footwear allowance in subsection 1.4 Limits to recordable property issued to inmates