


Policy & Procedure Manual

Property Management

s. 22(1)(a)(ii)



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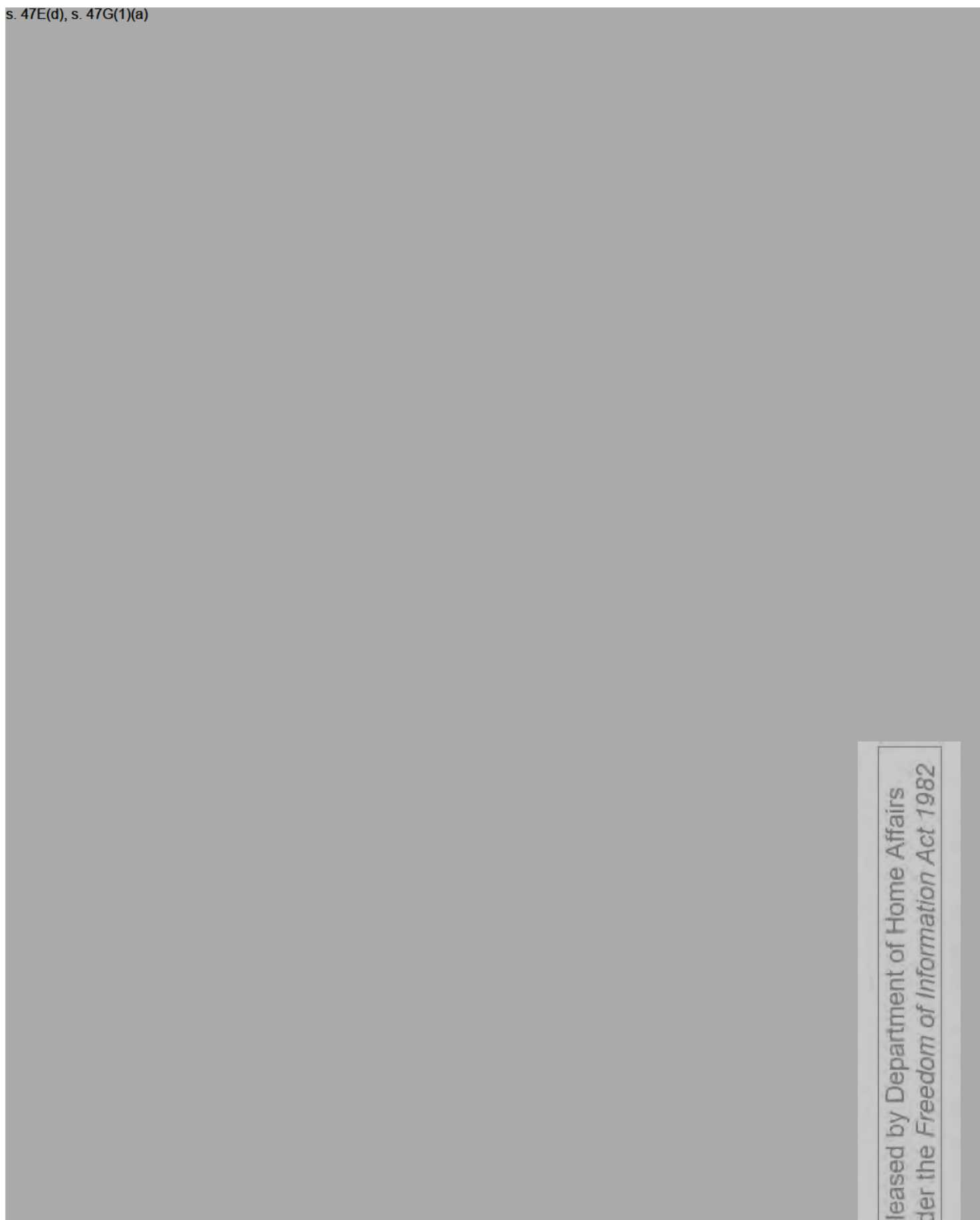
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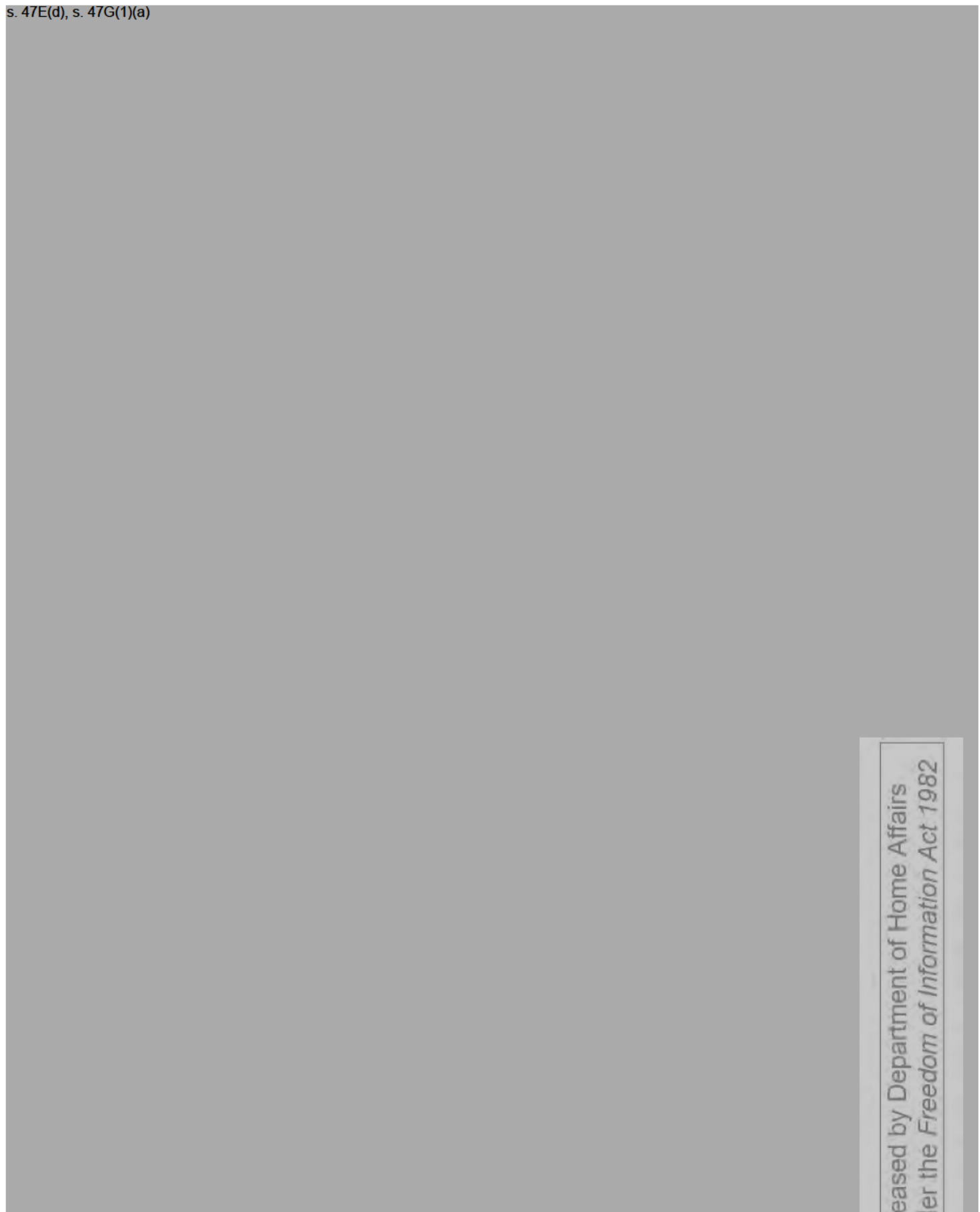
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Detainees can request to keep certain items in their possession within immigration detention facilities. Articles kept by the detainees are referred to as "In Possession", and all property that is stored by Serco is referred to as "In Trust" property. s. 47E(d), s. 47G(1)(a)

In keeping property in their possession, detainees assume responsibility for that property; this includes informing Serco of any damage to or loss of the property, in order that records are updated accordingly. This should be explained to the detainee during the reception and induction process.

s. 47E(d), s. 47G(1)(a)

recorded as 'valuables' in the In Trust type. Detainees should be verbally reminded that Serco discourages them to take valuable items into the facility, as Serco cannot ensure the safety of, and will not accept liability for any alleged loss, theft or damage of detainee property items if kept In Possession. Valuable items may include:

- Watches
- Jewellery
- Small electronic devices
- Religious artefacts
- Valuable documentation (eg Travel Documents)
- Items of significant sentimental or cultural value to the detainee

s. 47E(d), s. 47G(1)(a)

Serco Staff may refuse to allow detainees to have valuable items as In Possession property if it is believed the property may be utilised inappropriately within the IDF (i.e. used as form of currency, or that the detainee may suffer

as a result of having the item In Possession through blackmail or stand over for example). This must be clearly documented and explained to the detainee, and must have approval by the Centre Manager or delegate (eg. Facility Operations Manager or Security Risk Manager)

s. 47E(d), s. 47G(1)(a)



2.1.2 In Possession - Property

Detainees may elect to keep personal items with them within IDFs; but the safety and security of that property is the responsibility of the detainee. Serco is not liable for any loss, theft or damage of detainee In Possession property unless it is substantiated to Serco's reasonable satisfaction that the loss, theft or damage was due to the actions or omissions of Serco or Serco personnel.

Prior to taking property into a facility, Serco staff will ensure detainees understand their rights and responsibilities and sign the ABF induction disclaimer within Serco Care Manager Reception Application.

All such records will be made available on the Department's nominated information technology system 'Portal'.

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Prohibited and controlled items

Items that are considered illegal by Australian law are not permitted in an IDF. Examples of prohibited items include:

- Narcotics/illicit substances
- Weapons, and
- Pornographic materials

Controlled Items that are generally lawful under Australian law but have been deemed to present a risk to the health, privacy, safety, security and/or good order of the facility are permitted under specified conditions.

Refer DSOP 64- Control of Items

Examples of controlled items include, but are not limited to:

- internet enabled devices, including, but not limited to: computers with modems, tablets such as iPads and internet enabled MP3 or MP4 players such as iPods
- personal computers, PC peripherals and storage devices, including but not limited to: laptops, tablets such as iPads, USBs (unless issued by the FDSP), flash drives, disk drives, scanners and printers
- electronic recording devices such as voice recorders, cameras and other communication technology devices with internet, audio, photographic or video recording capabilities;
- alcohol
- food delivered as take-away meals
- food brought by visitors to the facility without prior approval or which does not comply with the specified conditions Refer ABF Directive 016-2017 Food Policy and DSOP 64 Control of Items
- prescribed pharmaceutical medication without a medical certificate and not cleared by the HSP for personal use by the detainee
- non-prescription medication that has not been issued by or cleared for entry into the IDF, by the HSP
- brand name non-prescribed complementary health care supplements (i.e. a product that contains one or more vitamins, minerals, herbs or other botanical, amino acids, substances supplementing the diet, or a concentrate, constituent, metabolite, extract, or combination of these, including anything injectable or absorbable), subject to the DHSPs advice
- sharp items, i.e. syringes, knives, scissors, razor blades, glass items and mirrors
- cigarette lighters and lighter fluid;
- travel and identity documents, including passports
- professional, trade and personal tools and equipment
- electrical items for detainee use, subject to prior approval, space and safety considerations, and a current electrician's certificate stating compliance with relevant safety regulations
- aerosol and pressure propelled products
- cash, cheques and bank cards
- personal photographs. See 'Detention SOP – Photographs and Photography'
- professional, craft and sporting equipment and other tools used for programmes and activities run by approved visitors – to be removed at the end of the activity visit
- items used in religious worship, such as sacramental wine, candles or religious instruments such as Sikh dagger / Kirpan, provided by an approved religious visitor – must be consumed or removed at the end of the visit.

Permitted Items

Those items that are not detrimental to a detainee's health and the good order and security of the facility. Decisions regarding these items into the facility are to be made by the Centre Manager or the ABF Superintendent or delegate on a case by case basis:

All immigration detention facility types

Examples of items permitted in IDFs include:

- personal items such as clothing, MP3 players without recording capabilities, battery radios and non-aerosol personal toiletries
- computers without modems, camera and audio recording capability
- medically permitted items such as inhalers, and 'epipens' as prescribed by the HSP.
- Mobile phones (including smart phones)

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Excluded Items


Items that are generally lawful under Australian law but have been deemed to present a risk to the health, privacy, safety, security and/or good order of the facility are not permitted in an IDF in any circumstance.

Excluded items that belong to a detainee which are not permitted in the IDF are to be stored as 'in-trust' property or otherwise dealt with in accordance with departmental procedures.

In all IDFs, excluded items include but are not limited to:

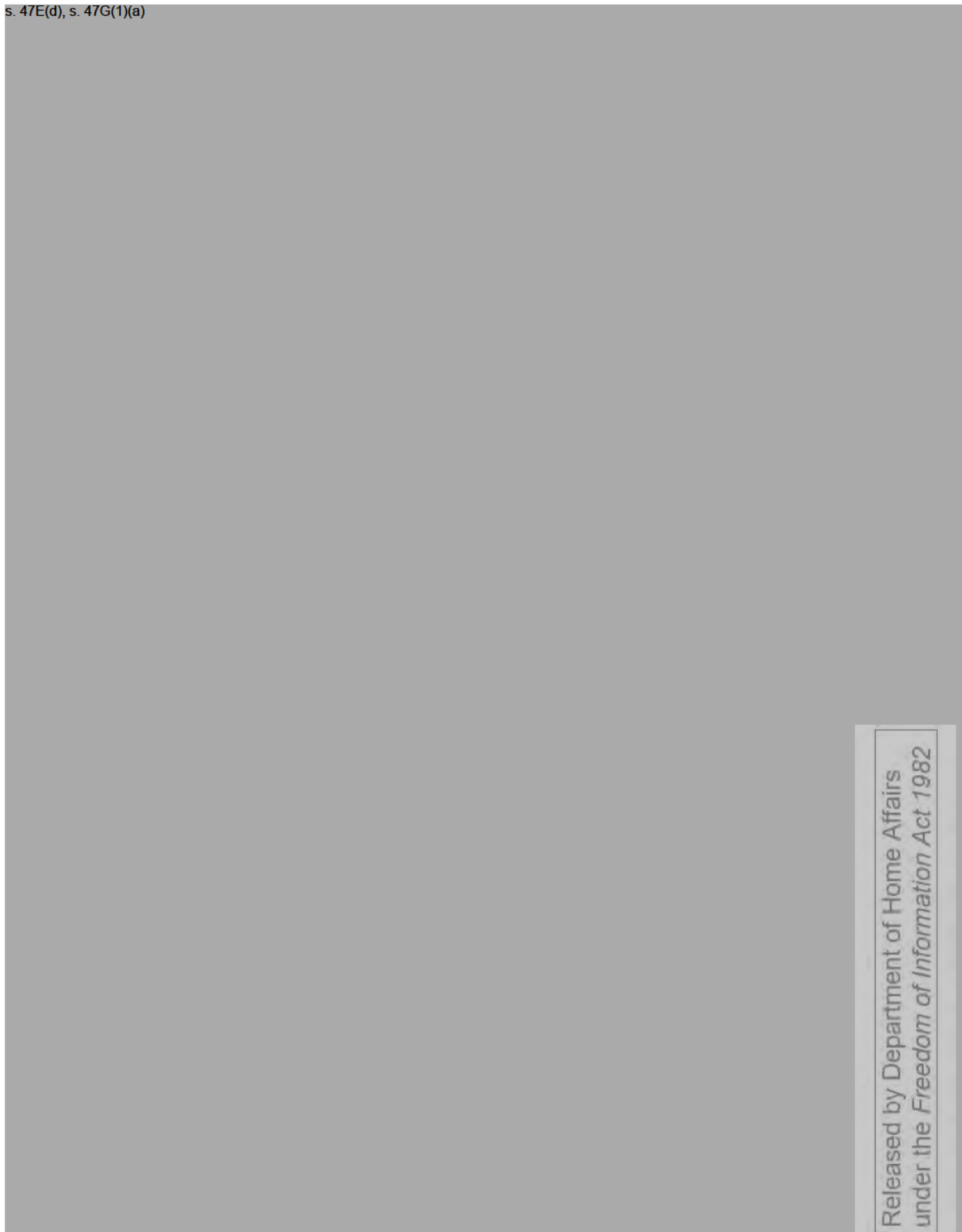
- pornographic books, magazines or related material
- material that incites violence, racism or hatred.

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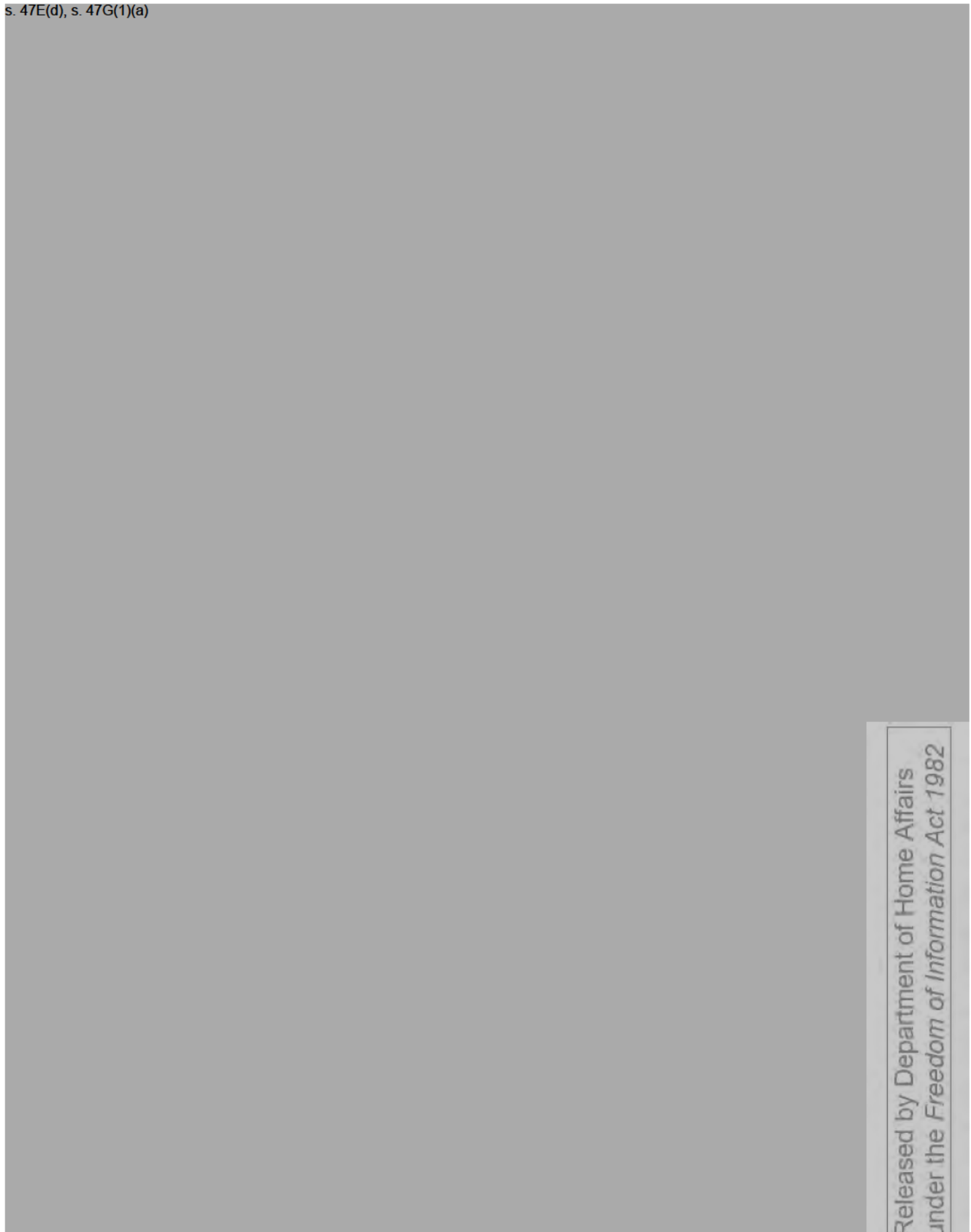
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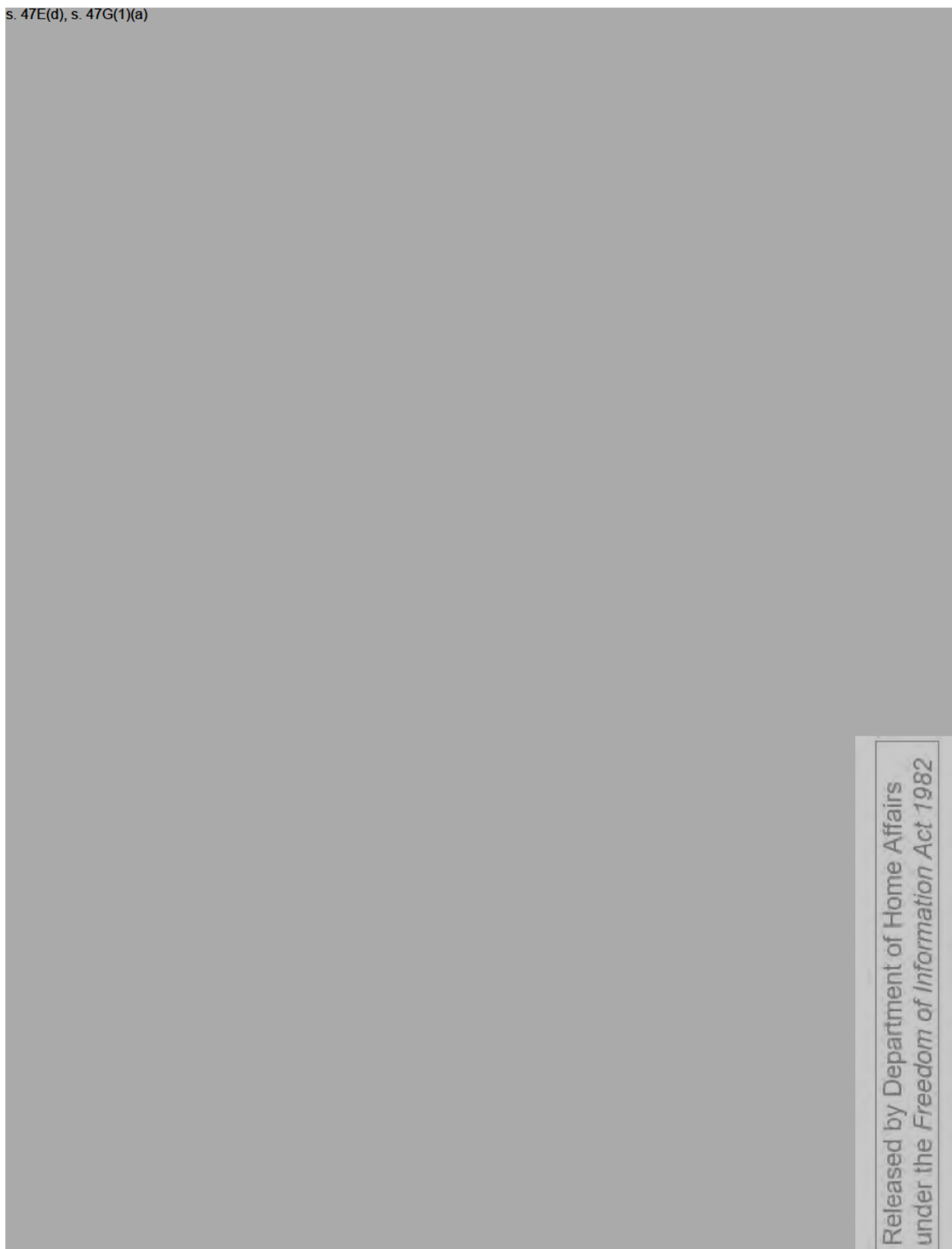
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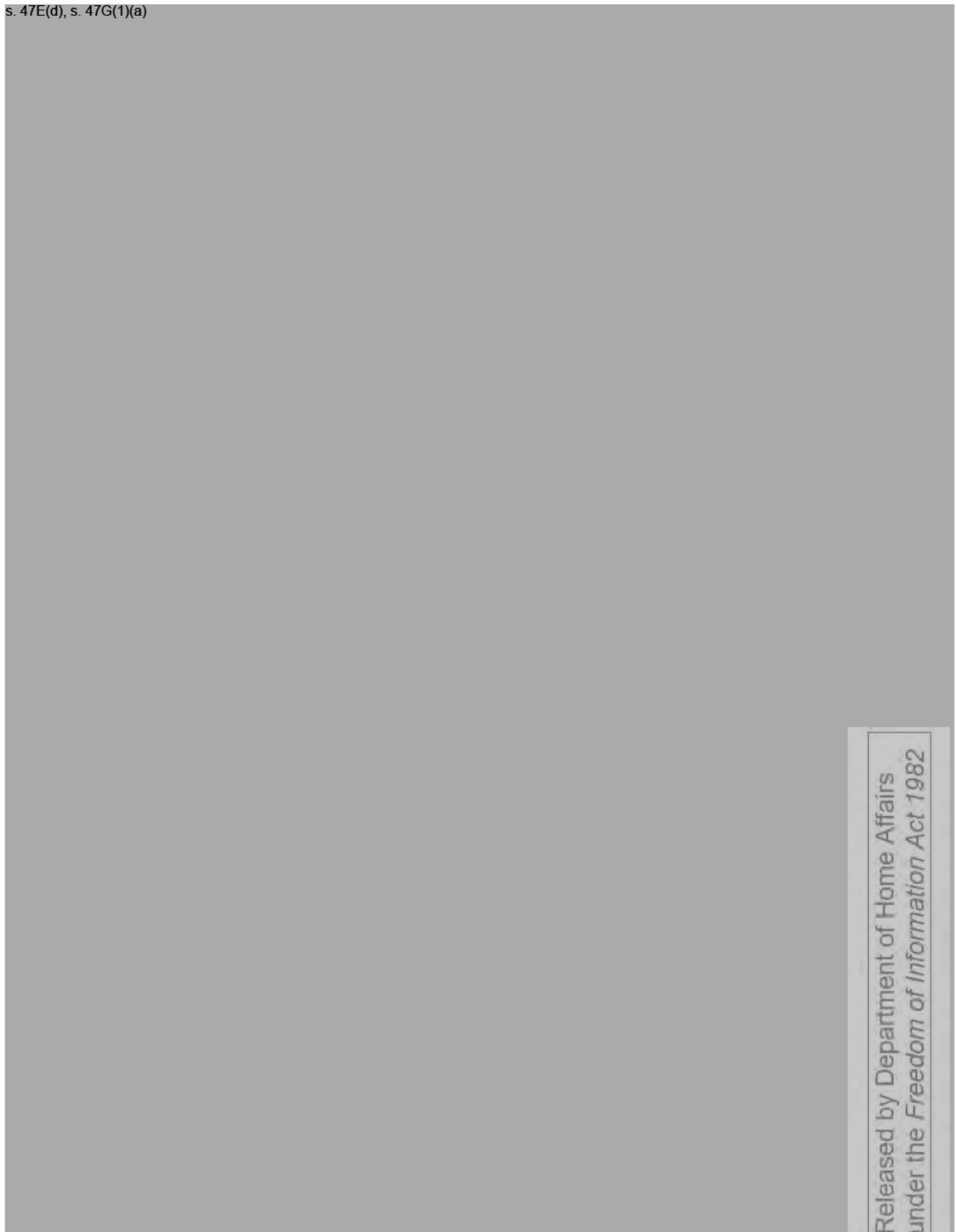
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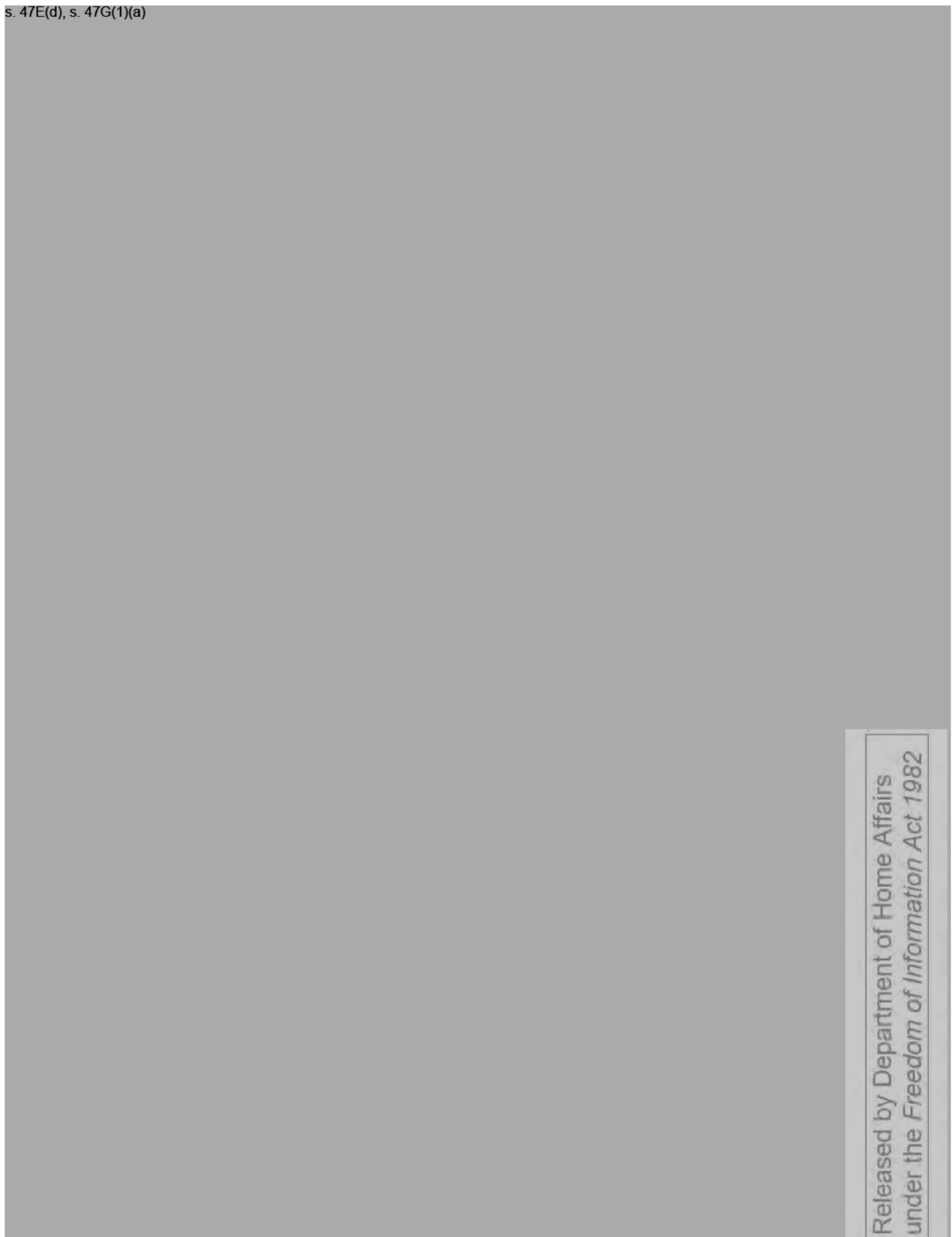
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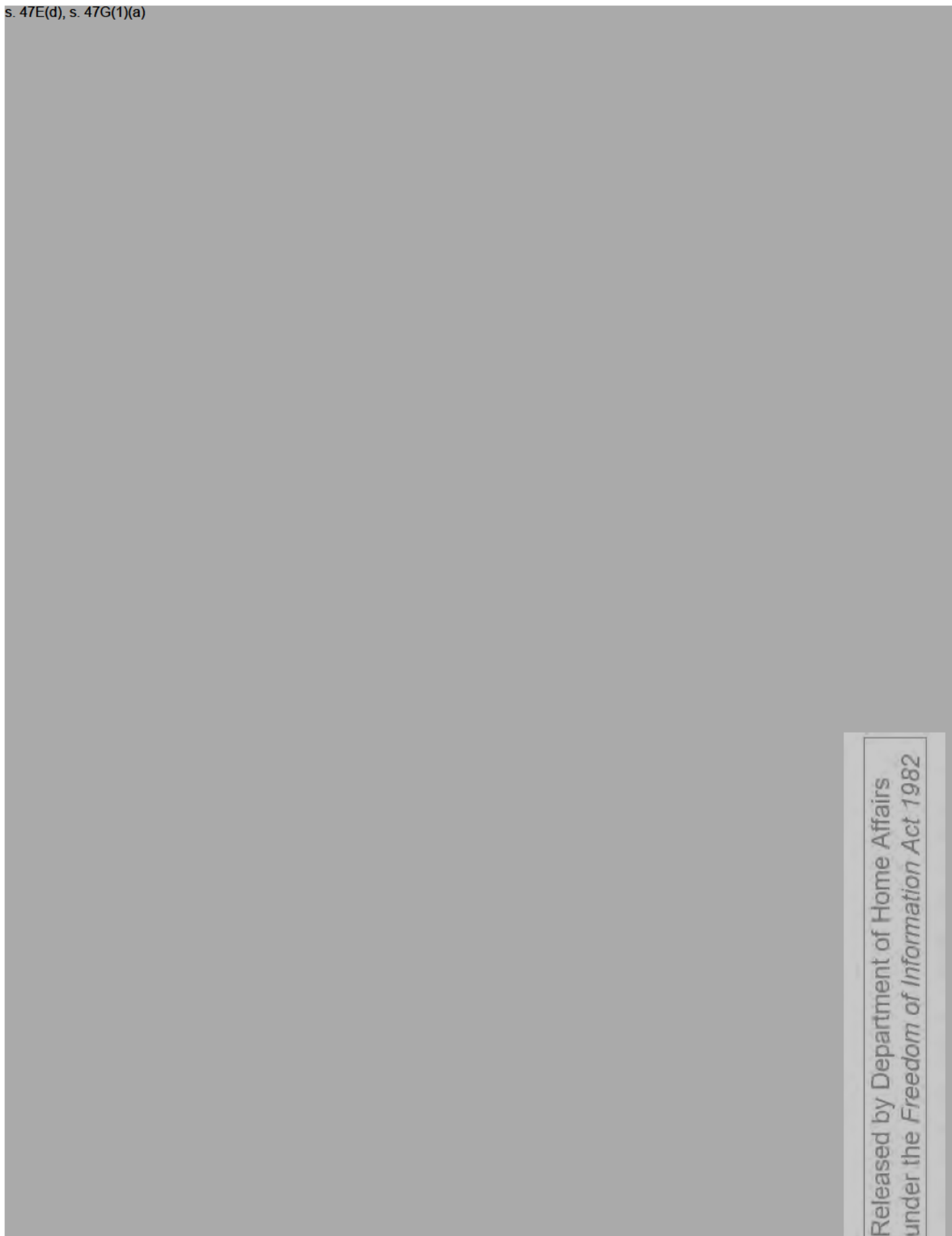
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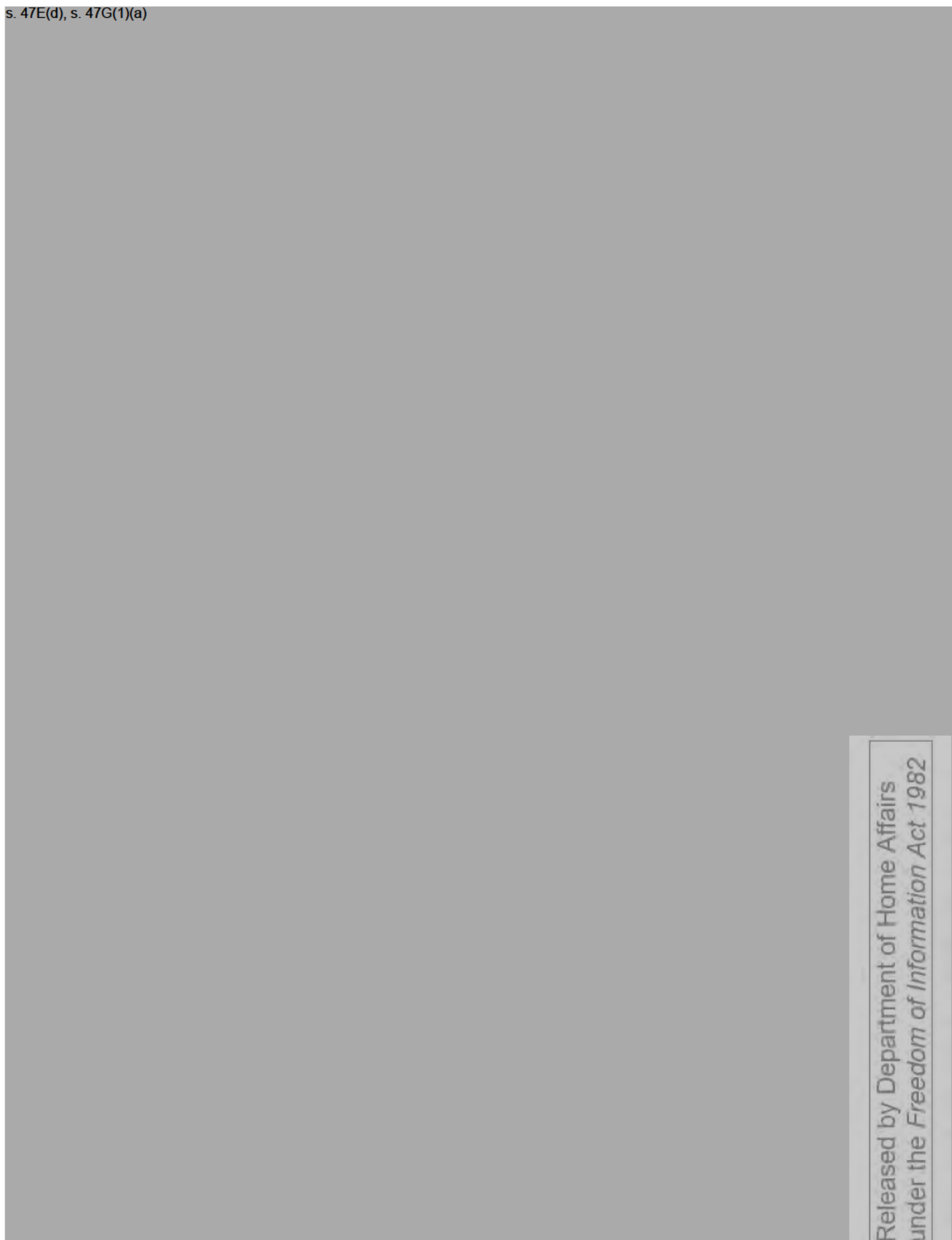
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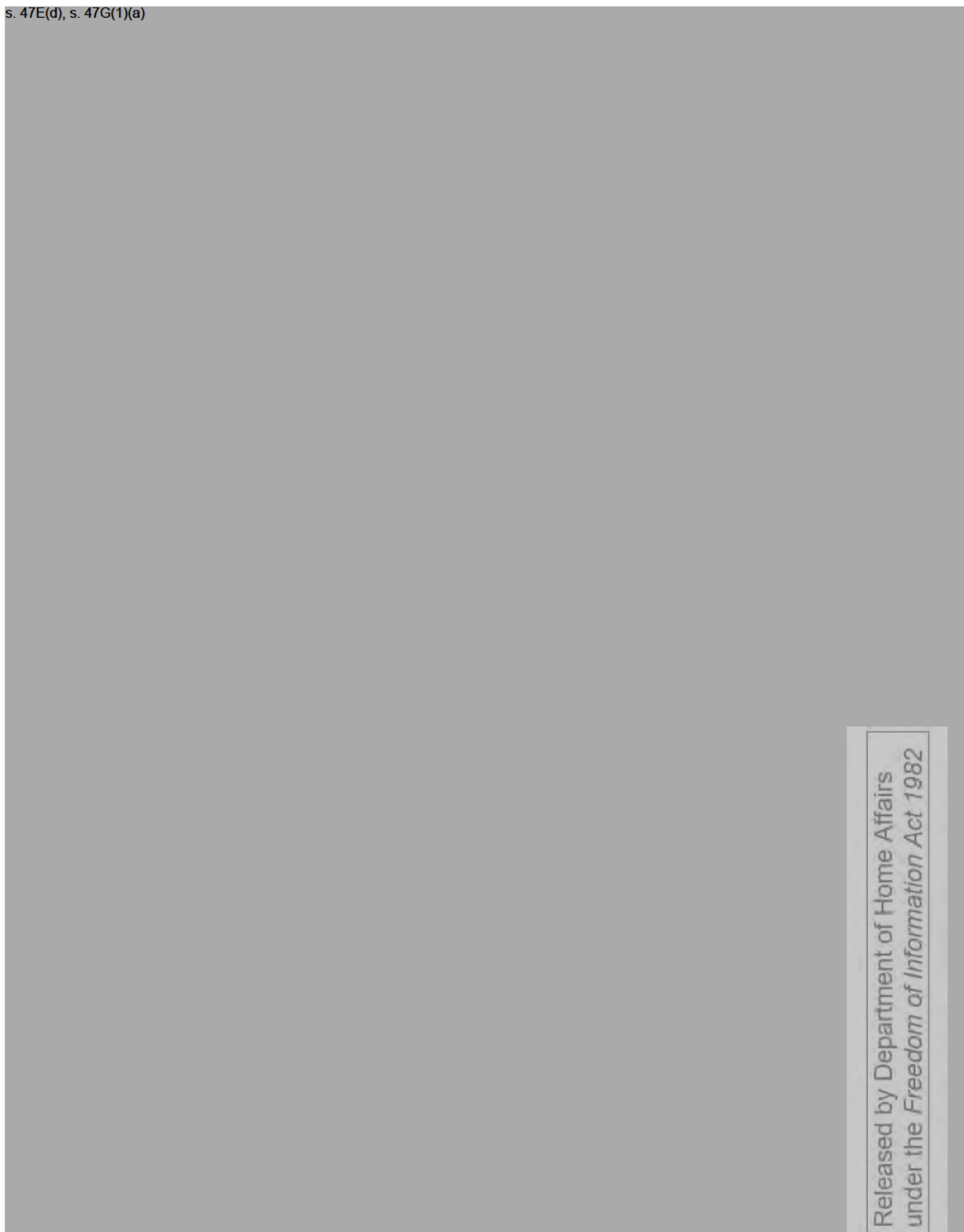


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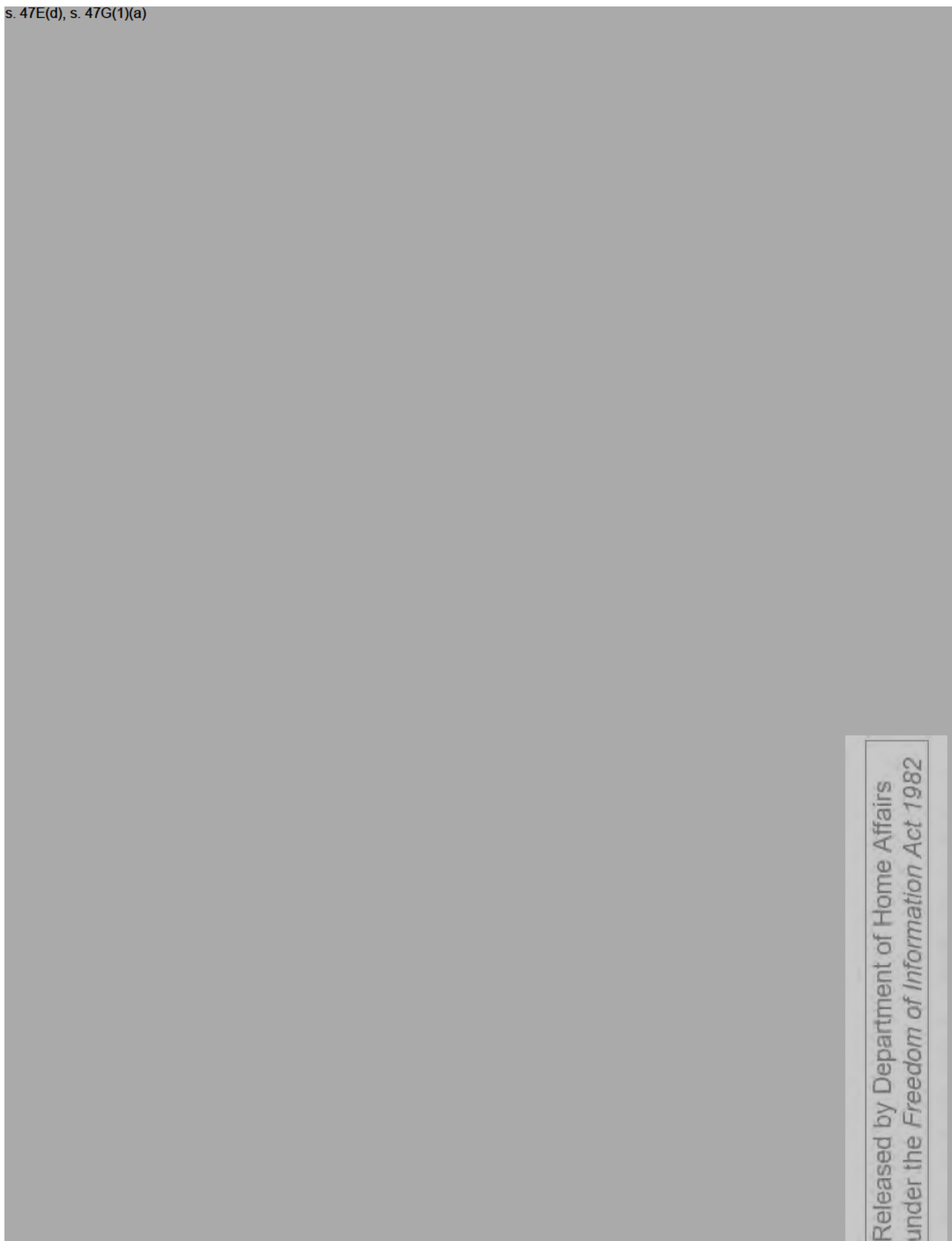
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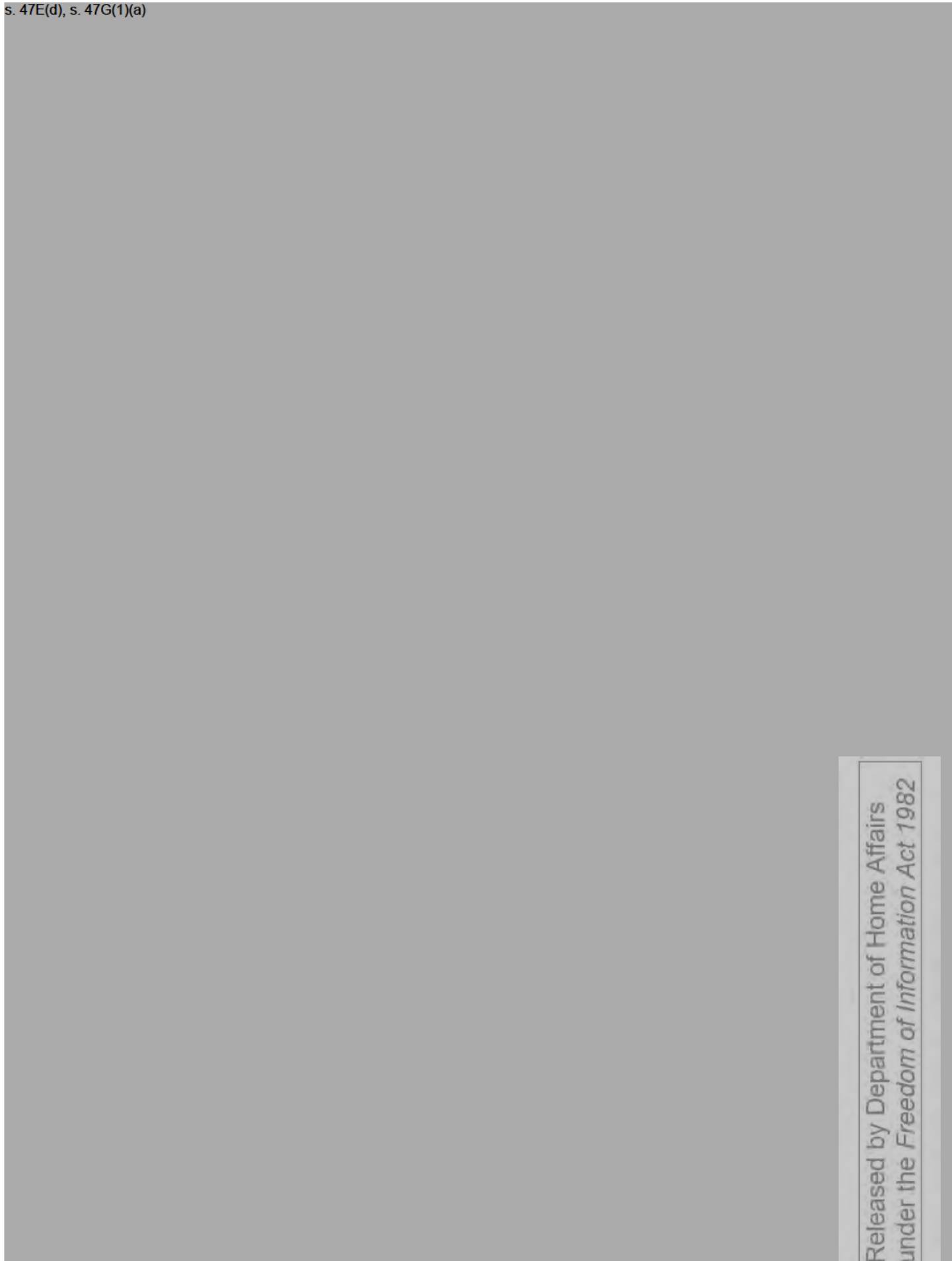
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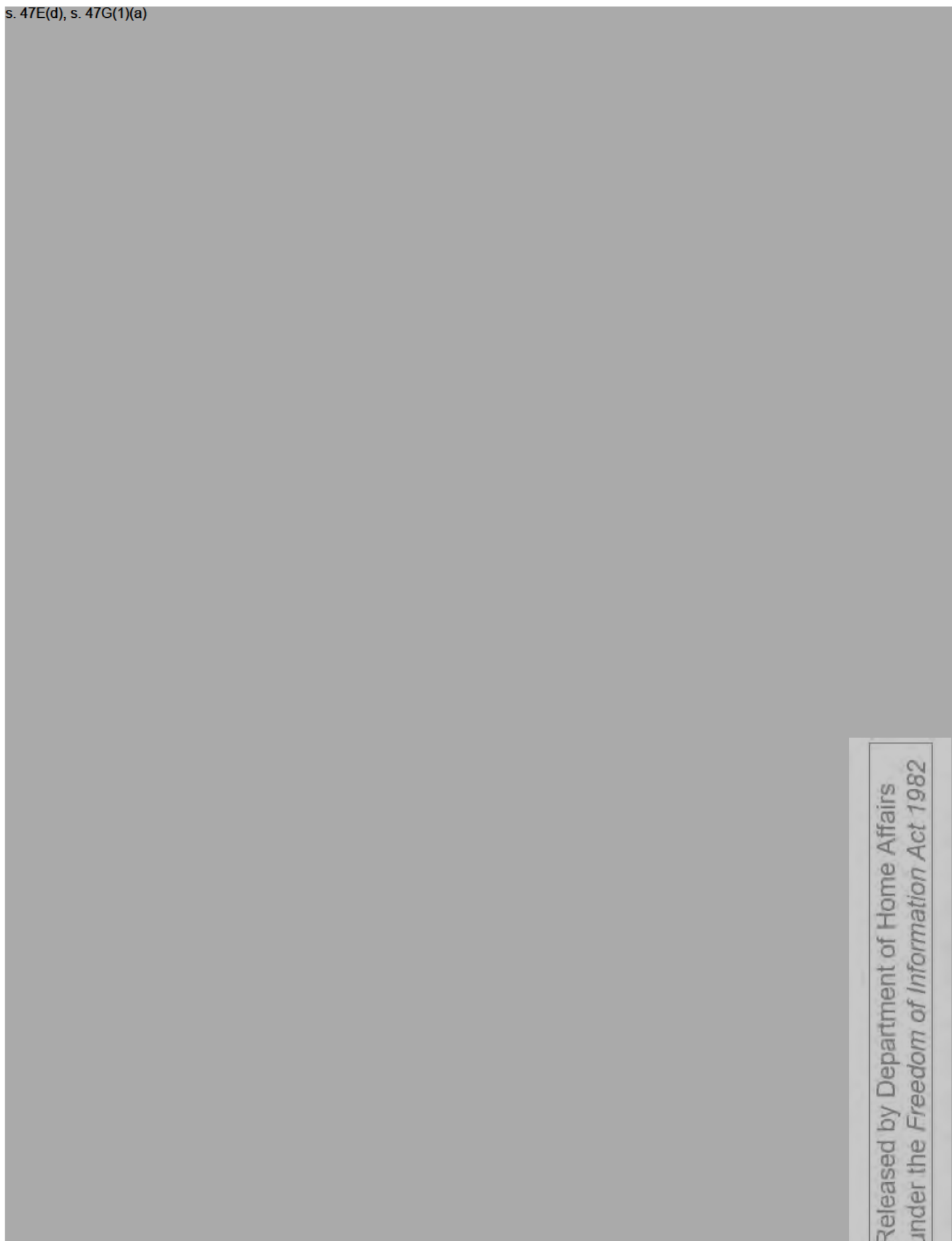


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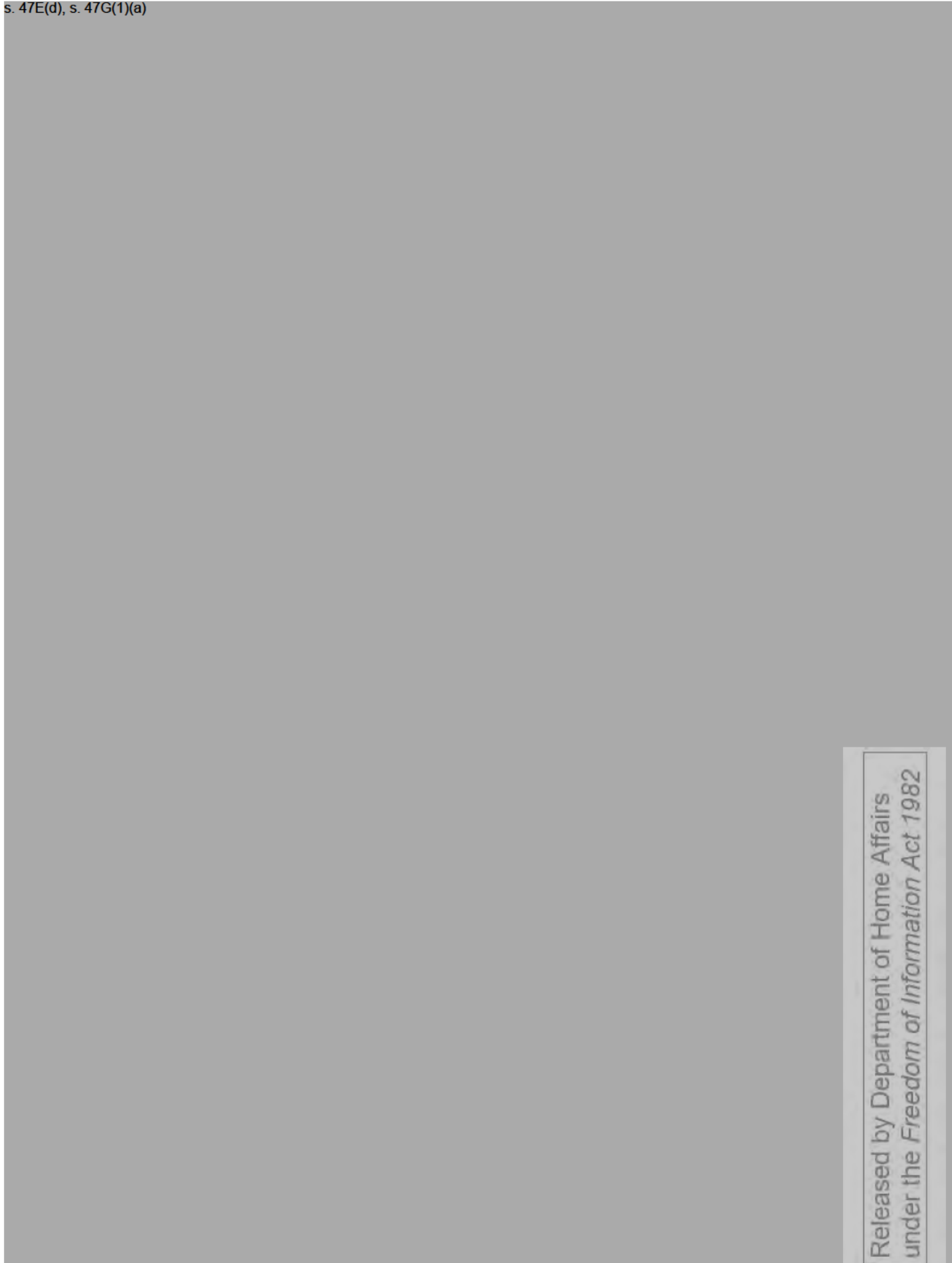
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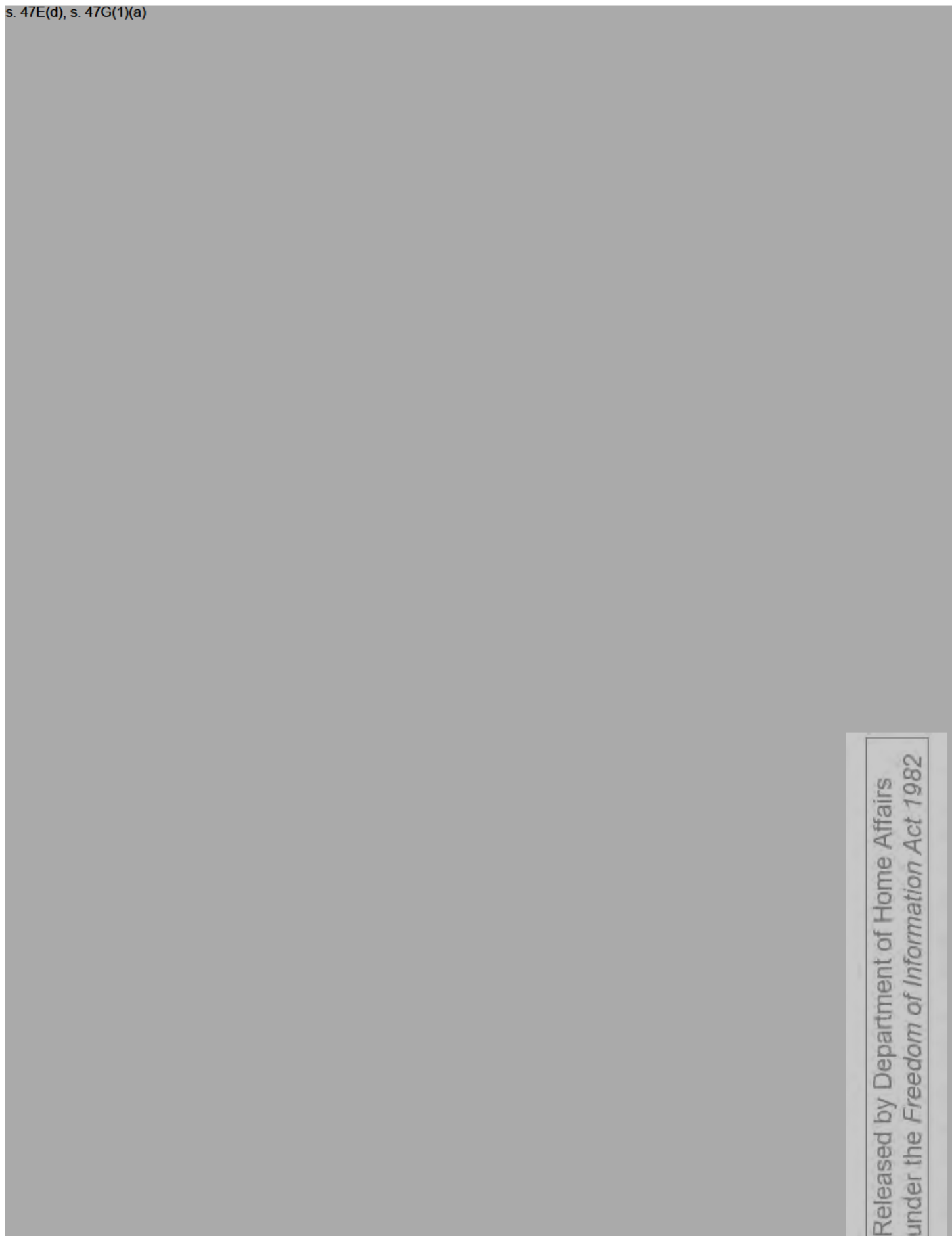
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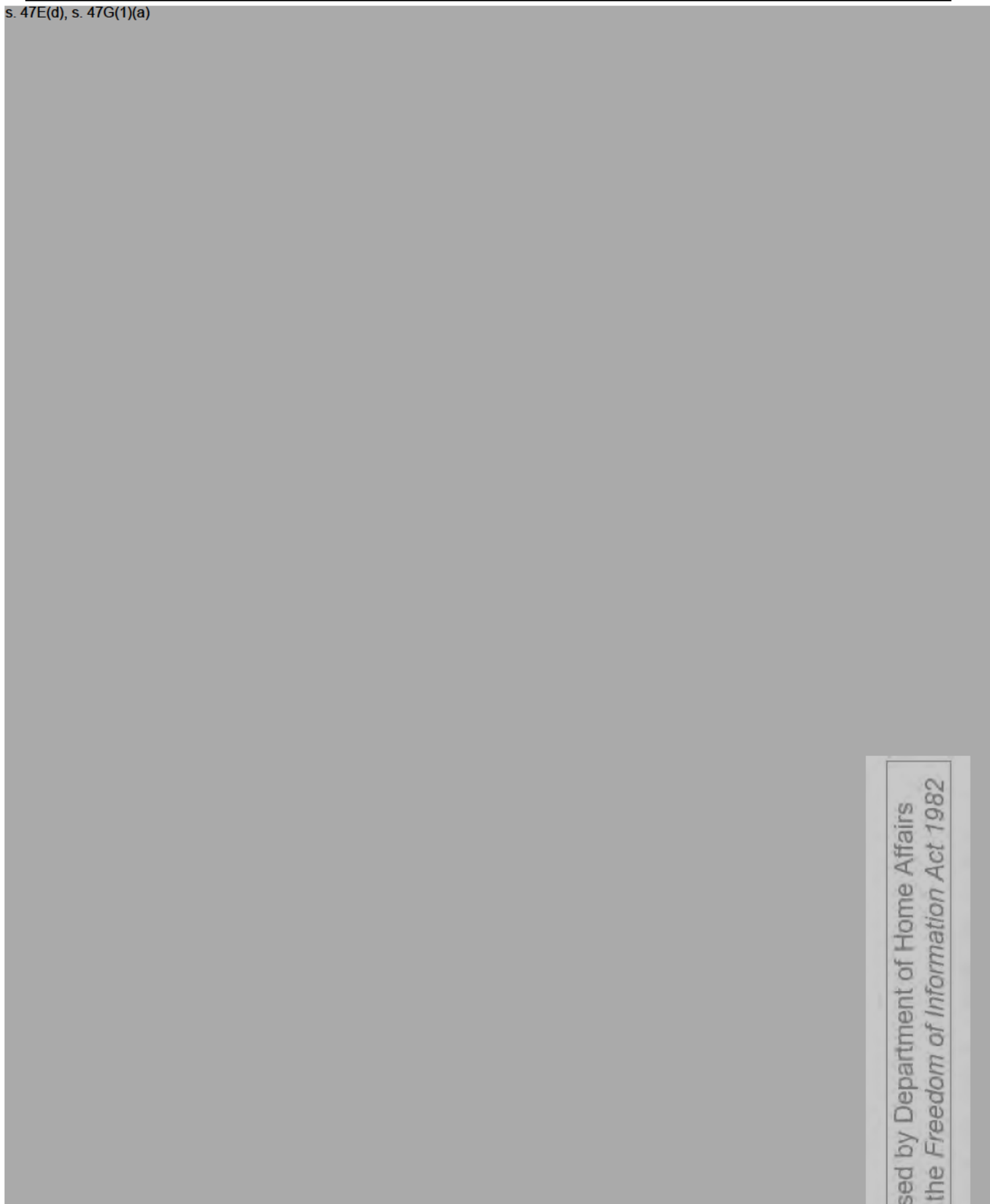
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