

Personal Property (Young People) Procedure

Essential Summary:

Audience:

Youth Officer

Admissions Officer

Unit Supervisor – employee supervising the unit at the time (*includes Unit Manager, Assistant Unit Manager or Shift Supervisor*)

Centre Manager

When to use this procedure:

Use this procedure for the management of a young persons' personal property at admission, during custody, at transfer and at discharge.

This procedure must be read in conjunction with the Personal Property (Young People) Policy.



When using CIMS refer to [Support Point \(CIMS Online Help\)](#) for step by step instructions

DOCUMENT DETAILS

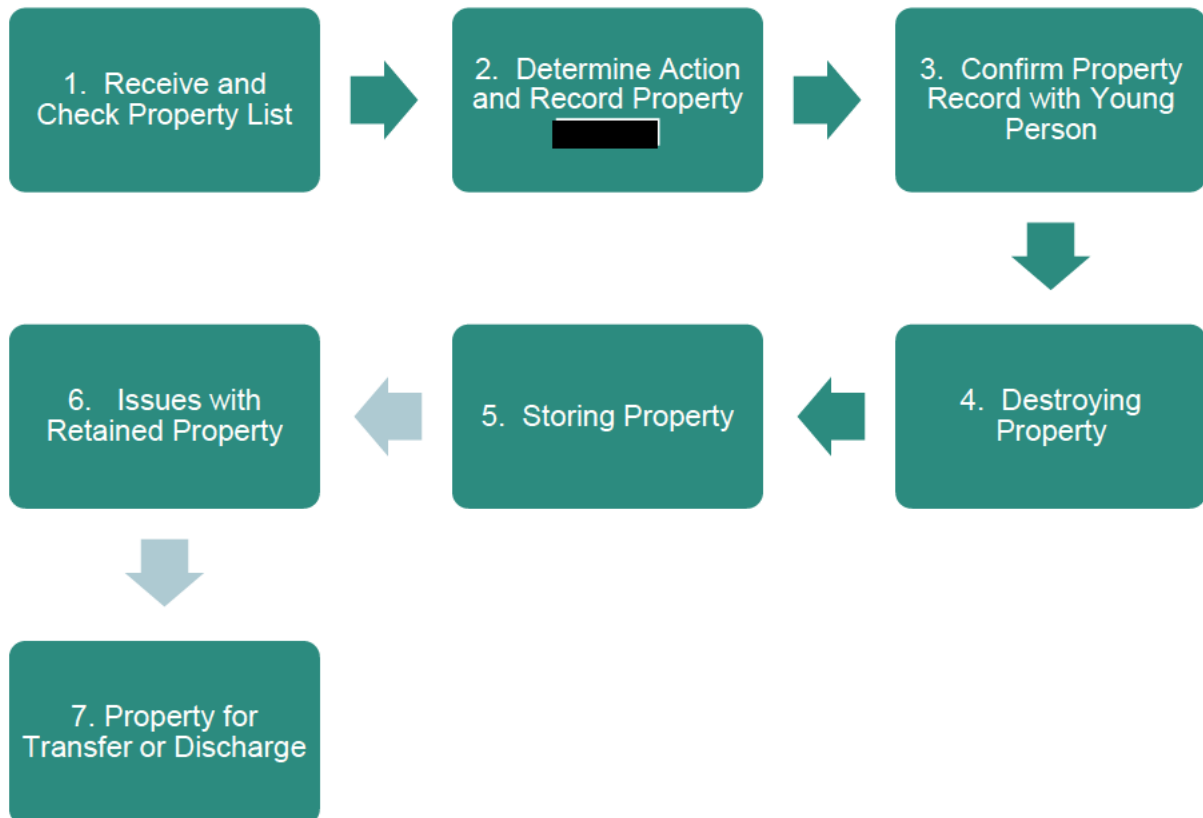
Version:	1
Policy Reference:	D18/21397
Maintained by:	Operations Unit
Status:	Approved
Document Reference:	D18/21398
File Reference:	18/01421
Ensure that this document is the latest version to use	

1 Purpose

The purpose of this procedure is to provide steps for employees when processing young people's personal property.

This procedure must be read in conjunction with the *Personal Property (Young People) Policy* which sets out the delegation requirements of the Secretary's functions under the *Children (Detention Centres) Act 1987 (NSW)*

2 Process Map



3 Procedural Steps

Step 1 – Receive and Check Property List

Responsibility: Admissions Officer

Tasks

[Redacted tasks for Admissions Officer]

Responsibility: Duty Manager

[Redacted tasks for Duty Manager]



Step 2 – Determine Action and Record Property in CIMS

Responsibility: Admissions Officer

Tasks

Determine whether the property will be:

- retained
- stored
- sent away
- destroyed

[Redacted tasks for Admissions Officer]

Responsibility: Centre Manager

Tasks

[Redacted task list]



Step 3 – Confirm Property Record with Young Person

Responsibility: Admissions Officer

Tasks

[Redacted task list]



Step 4 – Destroying Property

Responsibility: Admissions Officer

Tasks

[Redacted task list]

Responsibility: Centre Manager

Tasks

[Redacted task list]



Step 5 – Storing Property

Responsibility: Admissions Officer

Tasks

[Redacted]



Step 6 - Issues with Retained Property

Responsibility: Unit Employees

Tasks

If [Redacted]

Responsibility: Centre Manager

Tasks

[Redacted]



Step 7 – Property for Transfer or Discharge

Responsibility: Youth Officer

Tasks

Assist the young person to collect their property from the unit before attending the admissions area.

[Redacted]

Responsibility: Admissions Officer

Tasks

[Redacted]

Prepare the property bag for transporting officers.

Responsibility: Unit Supervisor

Tasks

[Redacted tasks for Unit Supervisor]

Responsibility: Centre Manager

Tasks

[Redacted tasks for Centre Manager]

4 Legislation:

- Children (Detention Centres) Regulation 2015
- Children (Detention Centres) Act 1987

5 Supporting documents:

Policy:

- Personal Property (Young People) Policy
- Searching Young People Policy
- Policy and Procedure for Managing Complaints
- Contraband Policy
- JJNSW Policy for Applying Powers and Responsibilities under the Children (Detention Centres) Act and Regulations

Procedures:

- Contraband Procedure
- Searching Young People Procedure
- Admission and Discharge Procedure
- Exhibits Procedure

Forms:

- [Redacted form]
- [Redacted form]

6 Document Information

Title: Personal Property (Young Person) Procedure

Business Centre: Operations Unit

Author: Project Officer, Custody

Approver: Executive Director; Director, Policy & Practice: Director Statewide Operations

Date of Effect: [REDACTED]

Next Review Date: February 2022

File Reference: [REDACTED] [REDACTED]

Key Words: Personal, property, stored, retained, admission, transfer, discharge, prohibited item, contraband.

7 Document History

Version	Date	Reason for Amendment
----------------	-------------	-----------------------------

Version	Date	Reason for Amendment
1.0	01/09/2009	<p>All Juvenile Justice centre procedures have been changed to reflect the staffing restructure within Juvenile Justice centres.</p> <p><i>Details of change: The position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant Unit Manager.</i></p>
2.0	23/07/2010	<p>Updated processes for handling detainee property/money.</p> <p><i>Details of change: Resource guidelines 'processing detainee money' and 'medication' updated Procedure in correct format.</i></p>
3.0	01/09/2011	<p>Changes made on advice from the Office of General Counsel.</p> <p><i>Details of change: Update to current legislation and attach links to Act and Regulations.</i></p>
4.0	March 2018	<p>Changes made on advice from the Office of General Counsel</p> <p><i>Details of change: To bring JJNSW operational procedure and policy 'delegations' and 'authorisations' in line with legislative requirements of the Children (Detention Centres) Act 1987 and Children (Detention Centres) Regs 2015.</i></p>
5.0	01/02/2019	<p>Transferred into new procedural format. In line with review of delegations in to Act and Reg. Supersedes Personal Property Procedure [REDACTED].</p>