

Custodial Operations Policy and Procedures

8.5 Photos of Inmates

Policy summary

This policy establishes the standards for photographing inmates and their visitors. It also outlines security considerations which must be taken into account when taking recreational photographs, as well as considering the impact of the distribution of recreational photographs on children and other visitors.

Management of Public Correctional Centres Service Specifications

<i>Outcome</i>	Decency and Respect
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Scope

All inmates and staff in correctional centres.

Related Documents

Crimes (Administration of Sentences) Act 1999.

Crimes (Administration of Sentences) Regulation 2014.

Management of Public Correctional Centre Outcome Specifications.

Related Custodial Operations Policy and Procedures

9.0 Processing inmate requests, applications and complaints.

Forms and Annexures

Definitions

COPP	Custodial Operations Policy and Procedures

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1 Policy.

The following inmates are not permitted to have recreational photographs taken under any circumstances:

- male inmates with the security classification of AA, A1, A1U, A2, A2U, E1 or E1U
- female inmates with the security classification of Category 5, E1 or E1U
- inmates have been designated by the Commissioner as high security, extreme high security, extreme high risk restricted or National Security Interest.

Recreational photographs can be taken of inmates of other classifications alone or with approved visitors (refer Custodial Operations Policy & Procedures (COPP) section 10.3 *Visit to Inmates*).

Photographs with other inmates or other inmates' approved visitors are permitted only if the inmates are related and there are no legal orders or security restrictions preventing them from interacting (for example the existence of an Apprehended Violence Order or a Child Protection Order).

Photographing a group of inmates is strictly prohibited other than outlined below. Under no circumstances can inmates who identify as being part of a gang or organised criminal network pose together for a group photograph.

All requests to photograph a group of inmates are to be referred to the Governor for permission, prior to the photo being taken. The Governor may give permission for a group of inmates to be photographed together provided the reason is for a special event or celebration (for example a program graduation or NAIDOC Day celebration).

Recreational photographs must be taken using a digital camera with a removable storage device such as an SD card or memory stick.

Only standard 15cm x 10cm colour photographs are to be supplied; no enlargements are permitted.

2 Procedures

2.1 Approval for Inmate Photographs.

Inmates must complete an Inmate Request Form to request recreational photographs be taken.

	Procedure	Responsibility
1.	Provide the inmate with an <i>Inmate Request Form</i> and make sure the request includes the names of all persons intended to be photographed. This form must be signed by the inmate	SAS accommodation (or authorised officer)
2.	Approve the request	SAS accommodation

	Procedure	Responsibility
3.	Complete and signs a purchase sheet and: • record the MIN, • name, • number of photographs required and • the total cost.	Inmate
4.	Check the balance of the inmate's trust account to ensure the inmate has sufficient funds to meet the cost of the photograph(s). Each single standard photograph will cost \$1	SAS accommodation (or authorised officer)
5.	Write the following at the bottom of the purchase sheet and ensure the inmate signs and dates this: <i>"I, (insert inmates name)....., understand that the photographs being provided are not published anywhere without the written permission of the Commissioner of Corrective Services NSW".</i> <i>... Inmate's NameSignature of inmate...../Date/....</i> This is important for the inmate to acknowledge the condition under which the photograph/s is provided.	SAS accommodation (or authorised officer)
6.	Designate an officer to take the approved recreational photograph.	SAS accommodation

2.2 Security Considerations when taking a Photograph.

When taking photographs, the staff member must ensure:

- the photographs are taken in front of a blank wall or other area which does not identify the location of the photograph
- security equipment such as CCTV cameras or monitors, microwave/micro-phonic devices, gates, locks, towers or razor wire are not shown in the photograph
- inmates are properly clothed (shirts on) and are not wearing any apparel (e.g. caps, jackets, t-shirts) which can identify the correctional centre or CSNSW
- inmates are not displaying gang signs, secret signs or gang tattoos.

2.3 Reviewing Photographs

The staff member who takes the photographs must closely review all photographs to ensure all security considerations are met. Any photographs that do not meet the security requirements must be immediately deleted from the camera. They must not be processed or supplied to the inmate.

2.4 Printing the Photographs.

	Procedure	Responsibility
1.	Remove the removable storage device from the camera and take it to nominated commercial premises for printing.	Designated officer
2.	Each photograph is to be stamped with the following notation on the reverse side: <i>"This photograph is not to be published anywhere without the prior written consent of the Commissioner of Corrective Services NSW".</i>	Designated officer
3.	When the photographs have been printed and returned to the correctional centre arrange for the inmate to collect the photographs and sign the purchase sheet as proof that they have collected the prints and are aware of the conditions under which they are permitted to have them.	Designated officer
4.	Give the completed purchase sheet to Inmate Accounts for processing.	SAS accommodation (or authorised officer)

2.5 Sending the Photographs out to Approved Persons.

Inmates must comply with the CSNSW inmate mail policy and procedures if they wish to send photographs out of the correctional centre. Refer to COPP Section 8.1 *Inmate Mail*.

3 Document history.

Version	Date	Reason for Amendment
1.0		Initial publication (<i>Replaces section 12.1.23 of the Superseded Operations Procedures Manual</i>)