

Inmate Property Service (IPS) -Referral Form to Prisoner's Aid Association

Authority & Acknowledgement Form

PART A

The Inmate Property Service (IPS) is a flexible service aimed at assisting inmates received into custody within the past 3 months with property collection, storage or on-forwarding needs. Inmates who have been in custody longer than 3 months are not excluded. Inmates must be in a 'catchment' correctional centre (refer Part B) and the property to be collected must be within 100km of Sydney GPO. A one-page information sheet is attached.

PART B INMATE DETAILS (to be completed by CSNSW staff member)

Inmate Name (print clearly)

MIN

DOB (dd/mm/yy)

Referral Date		
Name of CSNSW Staff Member		
Phone & Email of CSNSW Staff Member		
Date received into custody (dd/mm/yy)		
Has inmate been in custody for more than 3 months? (tick box)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Status (tick box)	Remand <input type="checkbox"/>	Sentenced <input type="checkbox"/>
Release Date (If Sentenced- dd/mm/yy)	ERD: (dd/mm/yy)	LRD: (dd/mm/yy)

Demographic Information Only (tick box)			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>
Aboriginal or Torres Strait Islander	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not disclosed <input type="checkbox"/>
Culturally/Linguistically Diverse Background	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not disclosed <input type="checkbox"/>

Area inmate is most likely to return to upon release (tick √ applicable Area)	
- Sydney metropolitan	<input type="checkbox"/>
- Hunter / Newcastle / Central Coast	<input type="checkbox"/>
- Wollongong / Illawarra / South Coast	<input type="checkbox"/>
- Mid / Far North Coast	<input type="checkbox"/>
- Refused to disclose	<input type="checkbox"/>
- Does not know	<input type="checkbox"/>
- Other (specify eg: Canberra, Wagga Wagga)	<input type="checkbox"/>
Inmate Location at Referral Stage (tick √ applicable Centre)	
- Compulsory Drug Treatment Correctional Centre	<input type="checkbox"/>
- Dawn de Loas Correctional Centre	<input type="checkbox"/>
- Dillwynia Correctional Centre	<input type="checkbox"/>
- Emu Plains Correctional Centre	<input type="checkbox"/>
- John Morony Correctional Centre	<input type="checkbox"/>
- Kariong Correctional Centre	<input type="checkbox"/>
- Long Bay Correctional Complex (LBH and MSP only)	<input type="checkbox"/>
- Mary Wade Correctional Centre	<input type="checkbox"/>
- Metropolitan Remand and Reception Centre	<input type="checkbox"/>
- Outer Metropolitan Multi-Purpose Correctional Centre	<input type="checkbox"/>
- Parklea Correctional Centre	<input type="checkbox"/>
- Silverwater Correctional Complex	<input type="checkbox"/>
- Other Correctional Centre – specify	<input type="checkbox"/>
Referrals from other CC's are only permitted if the inmate requires property to be collected from the AFP, AND Visitor records have been checked to verify that there are no family and friends visiting the inmate who can collect the property from the AFP in Sydney.	

PART C COLLECTION / STORAGE REQUIREMENTS

Property can only be collected from a maximum of two (2) locations. Collection points must be within 100km of the Sydney GPO.
Complete the below sections - details must be provided so that property collection can be arranged.

Inmate Property Service (IPS) -Referral Form to Prisoner's Aid Association

Authority & Acknowledgement Form

If collection point is a business or organisation, the referral can proceed without an address/contact name/ contact details as long as sufficient detail is provided to enable PAA to identify the address/make enquiries with the organisation/business. Eg Newtown Police Station, or LJ Hooker Real Estate Leichhardt or F1 Motel Smith Street Croydon

Collection Point 1

Collection Address (NSW only)

Street and/or Unit No	
Street Name	
Suburb	
State	NSW

Name(s) of Contact Person(s)

Name person 1	
Name person 2	

Contact Details of Contact Person(s)

Email	
Mobile	
Landline	

Inmate's relationship to Contact Person(s) - tick ✓ applicable

Not applicable if the collection point is NSW Police or Australian Federal Police

- Child of contact person	<input type="checkbox"/>
- Parent of contact person	<input type="checkbox"/>
- Husband/wife/partner of contact person	<input type="checkbox"/>
- Sibling of contact person	<input type="checkbox"/>
- Friend of contact person	<input type="checkbox"/>
- Customer or tenant of contact person	<input type="checkbox"/>
- Other (specify)	<input type="checkbox"/>

Type of Premises - tick ✓ applicable

- Police station	<input type="checkbox"/>
- Australian Federal Police	<input type="checkbox"/>
- Other law enforcement agency (specify)	<input type="checkbox"/>
- Private rental property managed by landlord or real estate agent	<input type="checkbox"/>
- Motel, hotels or caravan parks	<input type="checkbox"/>
- Department of Communities and Justice (DCJ) - Housing NSW property	<input type="checkbox"/>
- Community housing provider	<input type="checkbox"/>
- Rehabilitation centre/supported accommodation eg: refuge, half-way house, boarding	<input type="checkbox"/>
- Other (specify)	<input type="checkbox"/>

Description of Property to be collected - tick ✓ applicable

Approved Items only

- Clothing and associated personal items such as toiletries	<input type="checkbox"/>
- Electrical appliances or devices: total weight not exceeding 15kg	<input type="checkbox"/>
- Small tools of trade	<input type="checkbox"/>
- Personal effects such as letters, documents, photographs	<input type="checkbox"/>
- Proof of Identity of documents eg: Credit/Bank cards, passport, wallet	<input type="checkbox"/>

Please Provide sufficient details to enable PAA to identify/collect the items

Eg: 1 - There is a blue backpack at the collection point which has clothing and a wallet containing an ANZ debit card and Medicare card and other small personal effects which was left at Newtown Police Station in mid-January 2016.

Eg: 2 - At the premises, in the 1st drawer next to the bed is my Australian passport and mobile phone (Samsung).

PLEASE NOTE: If bags or backpacks are locked or sealed, these will be opened by PAA in order to itemise the property which is being collected.

Items which will not be collected include:

Inmate Property Service (IPS) -Referral Form to Prisoner's Aid Association

Authority & Acknowledgement Form

Currency (except small amounts in a wallet), motor vehicles or parts thereof, white goods, furniture, perishables, weapons or items which could be used as weapons, animals, corrosive/toxic/hazardous or flammable items, items illegal or reasonably suspected of being stolen, items known to be of interest to law enforcement or required for evidence, any item considered to present a work, health and safety risk to the Provider's staff. Total storage per inmate cannot exceed more than one (1) cubic metre.

Collection Point 2	
Collection Address (NSW only)	
Street and/or Unit No	
Street Name	
Suburb	
State	NSW
Name(s) of Contact Person(s)	
Name	
Name	
Contact Details of Contact Person(s)	
If not an identifiable business or law enforcement agency, at least one of the below contact details must be provided.	
Email	
Mobile	
Landline	
Inmate's relationship to Contact Person(s) - tick ✓ applicable	
Not applicable if the collection point is NSW Police or Australian Federal Police	
- Child of contact person	<input type="checkbox"/>
- Parent of contact person	<input type="checkbox"/>
- Husband/wife/partner of contact person	<input type="checkbox"/>
- Sibling of contact person	<input type="checkbox"/>
- Friend of contact person	<input type="checkbox"/>
- Customer or tenant of contact person	<input type="checkbox"/>
- Other (specify)	<input type="checkbox"/>
Type of Premises - tick ✓ applicable	
- Police station	<input type="checkbox"/>
- Australian Federal Police	<input type="checkbox"/>
- Other law enforcement agency (specify)	<input type="checkbox"/>
- Private rental property managed by landlord or real estate agent	<input type="checkbox"/>
- Motel, hotels or caravan parks	<input type="checkbox"/>
- Department of Communities and Justice (DCJ) - Housing NSW property	<input type="checkbox"/>
- Community housing provider	<input type="checkbox"/>
- Rehabilitation centre / supported accommodation eg: refuge, half-way house, boarding house.	<input type="checkbox"/>
- Other (specify)	<input type="checkbox"/>

Description of Property to be Collected - tick ✓ applicable	
Approved Items only	
- Clothing and associated personal items such as toiletries	<input type="checkbox"/>
- Electrical appliances or devices : total weight not exceeding 15kg	<input type="checkbox"/>
- Small tools of trade	<input type="checkbox"/>
- Personal effects such as letters, documents, photographs	<input type="checkbox"/>
- Proof of Identity of documents eg: Credit/Bank cards, passport, wallet	<input type="checkbox"/>

Provide sufficient details to enable PAA to identify/collect the items
 Eg: 1 - There is a blue backpack at the collection point which has clothing and a wallet containing an ANZ debit card and Medicare card and other small personal effects which was left at Newtown Police Station in mid-January 2016.

Inmate Property Service (IPS) -Referral Form to Prisoner's Aid Association

Authority & Acknowledgement Form

Eg: 2 - At the premises, in the 1st drawer next to the bed is my Australian passport and mobile phone (Samsung).
PLEASE NOTE: If bags or backpacks are locked or sealed, these will be opened by PAA in order to itemise the property which is being collected.

Items which will not be collected include:

Currency (except small amounts in a wallet), motor vehicles or parts thereof, white goods, furniture, perishables, weapons or items which could be used as weapons, animals, corrosive/toxic/hazardous or flammable items, items illegal or reasonably suspected of being stolen, items known to be of interest to law enforcement or required for evidence, any item considered to present a work, health and safety risk to the Provider's staff. Total storage per inmate cannot exceed more than one (1) cubic metre.

Service Required for Collected Property - tick ✓ applicable

The following options are available:

- | | |
|---|--------------------------|
| 1. Store all items for up to three (3) months after my release, then dispose of the property if it has not been collected. | <input type="checkbox"/> |
| 2. Store all items for a period and arrange for nominated third party to collect the property from PAA prior to my release. | <input type="checkbox"/> |
| 3. On-Forward all items to a nominated third party eg: a family member. | <input type="checkbox"/> |
| 4. A combination of the above options (provide details below). | <input type="checkbox"/> |

If option 2, 3, 4 or 5 have been ticked, provide the following details:

- which property/items are to be on-forwarded or collected by the nominated third party.
- the name, contact details and relationship (to the inmate) of the nominated third party.
- the full address for the on-forward to nominated third party, if known.
- which items apply to 2, 3 or 4

Note: the nominated third party will need to agree to accept the items

Office Use ONLY - CSNSW / OSP STAFF TO COMPLETE

	Yes	No
1. Did the inmate select 'family or friends' to Q72 in the ISQ "which of the following prosocial supports will you have upon release?" (Staff member must check OIMS)	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the inmate select 'family or friends' to Q73 in the ISQ "what support will you have whilst you are in custody?" (Staff member must check OIMS)	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the inmate received non-professional visitors in the last three (3) months?	<input type="checkbox"/>	<input type="checkbox"/>

If 'yes' has been indicated for any of the above questions, staff member must explore why the family/friends are not able to assist with storage or collection.

PLEASE NOTE: Besides current "in-date" ID Documents, we do not forward property on to correctional centres.

Referring Officer Name:

Approving Officer Name:

Inmate Property Service (IPS) -Referral Form to Prisoner's Aid Association

Authority & Acknowledgement Form

Referring Officer Position:

Approving Officer Position:

Signature: _____

Signature: _____

Date:

Date:

Please ensure this form is first completed, signed and approved by the MOSP.

To proceed with this referral, please scan and send referral as well as signed inmate authority form to PAA (matesstorage@prisonersaidnsw.org). Then save this referral form in the correct EDRMS Case Management File.

Inmate Property Service (IPS) -Referral Form to Prisoner's Aid Association

Authority & Acknowledgement Form

AUTHORITY FORM – INMATE PROPERTY SERVICE

I, _____ MIN _____ DOB _____ authorise Prisoners Aid Association of NSW ('PAA') to collect my property from the Collection Point(s) on the Referral Form and store or manage the property safely and securely. I acknowledge the following conditions:

Inmate Responsibilities

- If stored, my property will only be stored **for up to 3 months after release** from this custodial episode and I am responsible for collecting the property within this time period.
- If I have not collected my property within this time, it will become the property of PAA and will be disposed of or sold.
- To my knowledge, none of the property is of any evidentiary interest to any law enforcement agency.
- I acknowledge that any valuable documents will be sent to the Correctional Centre and placed in my valuables bag (such as passport, proof of identity documents, bank cards).
- I understand PAA will not store any property considered to be stolen or illegal or which is considered to present a risk to the staff and that PAA will open any locked or sealed bags, backpacks etc. in order for my property to be itemised.
- All property collected and/or stored is owned by me.
- While every care will be taken, to the extent permitted by law, Corrective Services NSW (CSNSW), PAA, PAA's directors, staff or agents will not be responsible or liable in any way for any loss or damage to any property or any expense incurred in relation to any property.
- **I have not requested that PAA make contact with a nominated third party or another person where there is an Apprehended Violence Order which prevents me from contacting the person, including via a third person.**

PAA Responsibilities

- The property may be stored by another organisation should funding arrangements change.
- PAA will advise of any changes should this occur.
- PAA will provide relevant personal details to Corrective Services NSW (name, MIN, DOB) so that the release date can be monitored. Other details will also be provided to ensure the PAA Service can be monitored and evaluated.
- PAA will obtain the Correctional Centre location if it needs to contact inmates and CSNSW will provide this information.
- All property collected and/or stored will be itemised by PAA using an 'objective description' (see over for explanation).
- PAA will inform you, in writing, to confirm what property has been collected, stored and forwarded and include information if any property was not able to be collected.

I have read or had the information on this sheet explained to me and I understand the terms and conditions of the Inmate Property Service.

Name: _____

Witness Name: _____

Signature: _____

Witness Signature: _____

Date: _____

Date: _____

Inmate Property Service (IPS) -Referral Form to Prisoner's Aid Association

Authority & Acknowledgement Form

Property Storage Quick Facts for Inmates

What happens if PAA can't collect my property?

There could be many reasons why your property can't be collected by PAA. The property may no longer be at the location or PAA may not be given permission to take the property. For example, a flat mate may say the property is not yours and not let PAA take it.

PAA will send you an email within 5 days of collecting or trying to collect your property. The email will tell you what has been collected, where the property is and all other details you will need to know.

What is meant by "property will be itemised in terms of its description"?

You may ask PAA to store
Clothing / Jewellery / Communication Devices/
Documents/ Sporting Equipment / Tools of your
Trade & Personal Effects.
No further details will be recorded for each item.

What should I do if there is someone who could collect my property from PAA and keep it for me?

You should call your friend and ask them to call PAA. PAA will then seek your written permission to release your property to your friend.

What will happen if I don't collect my property after 3 months of getting out of gaol?

Your property will be disposed of. It may be put in the bin or sent to the tip. PAA may also

sell the property and keep the proceeds. It is best to call or email PAA when you get out and talk to them.

How do I get in contact with Prisoners Aid when I get out, so I can get my property?

You can call PAA on 02 9666 5927 Monday - Friday during business hours or email PAA on matesstorage@prisonersaidnsw.org

What happens if PAA can't continue to store my property?

Corrective Services NSW pays PAA to store your property. If for some reason PAA can no longer store your property, you will be notified.

If for some reason a service is not funded to store inmate property in the community, and you are still in custody, you will be given at least one month to make arrangements, including for your property to be collected by a friend/family member.

How do I make a complaint about the property service I have received?

If you can, first speak with the Manager of PAA. If you want to speak to someone else, please speak to the Partnerships and Community Engagement Unit at Corrective Services NSW head office. You can email your concern to fpi@dcs.nsw.gov.au and a team member can email or call you. **If you are in custody, a staff member will assist you to make contact.**

I don't want PAA to know my release details/date.

If you don't agree to Corrective Services NSW providing PAA with these details, you cannot have your property stored. This is how PAA manages the property it stores.