

Custodial Operations Policy and Procedures

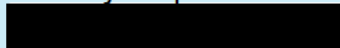
18 Inmate drug and alcohol testing (Under review)

Under review

The 2 policies and their associated procedures are under review due to the new reforms and will be published in 2020. Until then, correctional centres are to manage the function of inmate drug and alcohol testing as per Operations and Procedures Manual (OPM), section 19 Urinalysis in correctional centres, which has been included **below** for reference.

Centre management in Rapid Build centres and others under Benchmarked operations must ensure that all responsibilities have been allocated to meet operational needs in Local Operating Procedures (LOPs).

For any enquiries in relation to this policy please contact Custodial Operations on:





SECTION 19.19 DRUG RELATED ISSUES

TABLE OF CONTENTS

19.19. DRUG RELATED ISSUES	3
19.19.1. Possession of Drugs and Implements	5
19.19.2. Recording and Disposal Of Drugs/Prohibited Substances/Drug Implements	5
19.19.2.1. Discovering Officer Responsibilities	6
19.19.2.2. Discovering Officer's Report	6
19.19.3. Discovery of Drugs and Other Contraband	7
19.19.3.1. Recording Of Potential Drug Finds and Other Contraband	7
19.19.3.2. Police Attendance	8
19.19.3.3. Drug Matters before the Visiting Magistrate (VM)	8
19.19.3.4. Destruction of Exhibits	9
19.19.3.5. Drug Safe	9
19.19.4. Drug Exhibit Bags	9
19.19.4.1. Procedure for Opening Sealed Exhibit Bags	10
19.19.4.2. Accounting For Exhibits Bags	10
19.19.5. Recording: Accountable Books/ Forms Register	11
19.19.5.1. Drug Bag Allocation Register	11
19.19.5.2. Drug Safe Access Register	12
19.19.5.3. Drug Safe Key Control	12
19.19.5.4. Inspection Procedures	12
19.19.5.5. Maintenance of Drug Exhibit Book	13
19.19.6. Inmate Access to Ingredients for "Gaul Brews"	14

19.19. DRUG RELATED ISSUES

Summary Page

Policy Overview	It is an offence for inmates to have a prohibited drug/ drug implement or unprescribed drug in his / her possession or to have recently consumed or be under the influence of alcohol or any other intoxicating substance.
Purpose	<p>This policy has been developed to provide guidance in relation to inmates possession of an illegal / prohibited substance or possession of implements intended for use in the administration of a drug.</p> <p>To provide guidance in relation to inmates who may have recently consumed or be under the influence of alcohol or any other intoxicating substance.</p>
Scope	This policy applies to all correctional centres, transitional centres, periodic detention centres and all other places of detention and all employees who work within such places of detention.
Strategic Focus	<i>Corporate Plan 2001 – 2004 - Correctional Centre Management (Ensuring Safe and Secure Environments)</i>
Legislation	<ul style="list-style-type: none">• <i>Crimes (Administration of Sentences) Act 1999</i>• <i>Crimes (Administration of Sentences) Regulation 2008</i>
ACOs	98/065, 2000/098, 2000/099,2003/015, 2003/016
Annexures	<ul style="list-style-type: none">• <i>19.5(a) – Police Laboratory</i>• <i>19.5(b) – Inmate Case File</i>• <i>19.5(c) – Remain in Book</i>• <i>19.5(d) – Request for Drug Analysis</i>• <i>19.5(e) – Accountable Books Register</i>• <i>19.5(f) – Drug Bag Allocation Register</i>• <i>19.5(g) – Drug Allocation Form (back page)</i>• <i>19.5(h) – Drug Safe Access Register (CC)</i>

Definitions

- drug**
- a prohibited drug or prohibited plant within the meaning of the Drug Misuse and Trafficking Act 1985, or
 - any other substance declared by the regulations to be a drug for the purposes of this Act.
- drug implements** Any needle, syringe, smoking accessory or other implement/item intended for use in the administration of a drug.
- Drug Safe** A Drug Safe is a specially designated safe for the secure storage of drugs. The Deputy Superintendent or Delegated Officer will have responsibility for the key and any access to the safe, which will be recorded in the *Drug Safe Register*.
- exhibit** An exhibit can fall into one of the following categories: -
- any article, object, substance or thing that is required as an item of evidence for upcoming court cases or disciplinary matters.
 - any drug found as contraband on departmental property i.e. common areas, cells occupied by more than one inmate, outside perimeter etc, where ownership cannot be proven and where the finding of the substance, its safe storage and ultimate disposal must be properly recorded in the 'Exhibits Book' for audit purposes.
- Exhibits Book** The Exhibit Book is in triplicate with copies to be managed as follows:
- the top page (white) is issued to the attending police officer/or drug analyst
 - the second page (blue) is placed in the inmate's file
 - the third page (yellow) remains in the Exhibit Book.
- Handover Procedures** The 'Handover Procedures' for access to the Drug Safe contents and responsibility for possession of the Drug Safe keys is contained in section 12.1.5.2 and section 12.1.5.3.
- Search Kit** A Search Kit will consist of the following items: Scales, Exhibit Books, Exhibit Bags and Video Camera (fully charged). Other items include gloves, sharps container, labels/marker pens, DNA Kit and a torch.

19.19.1. Possession of Drugs and Implements

- 1) It is a correctional centre offence for an inmate to have in his/her possession a drug. Correctional staff must be aware that an inmate can only possess a drug if administered or given in accordance with instructions of a registered medical practitioner, registered dentist or registered nurse. Refer to clauses 139 to 143 of the *Crimes (Administration of Sentences) Regulation 2008 (Regulation)*.
- 2) Examples of prohibited drugs include heroin, cocaine, hashish, LSD, Indian hemp, etc. Possession of any of these substances is illegal.
- 3) Additionally, an inmate must not have in his / her possession any needle, syringe, smoking accessory or other implement intended for use in the administration of a drug.
- 4) An inmate found in possession of drugs and substances of this nature, has committed a correctional centre offence which must be referred to the Police, and may be subsequently referred to the Visiting Magistrate (VM) should the Police choose not to proceed with the charges.

The inmate is not considered to have contravened clause 139 of the *Regulation* if possession of such drugs is for use on the advice of a registered medical practitioner, registered dentist or registered nurse given for medical, dental or nursing reasons.

- 5) Where a significant amount of drugs are found, local police should be requested to respond. However, police from the (Police) Corrective Services Investigation Unit are available in some cases and requests for their assistance should be made through the Superintendent Corrections Intelligence Group (CIG).
- 6) Where officers search a shared cell and locate a quantity of a prohibited drug there are two possible outcomes;
 - a) Upon questioning the inmates, one inmate (or both) admits ownership of the substance. That inmate (or both) will be charged with the offence.
 - b) Upon questioning the inmates, both inmates deny ownership of the substance. Without further evidence, neither inmate can be charged.
- 7) With regard to point b) above, the fact that no charges are laid does not preclude an intelligence report being created setting out the facts, naming the inmates, and indicating a decision could not be made regarding possession.
- 8) Further to the finding and confiscating of prohibited substances, inmates residing in the cell in which the substance was found must be targeted for a urine sample.
- 9) The CIG must be informed of all drug related incidents in correctional centres.
- 10) The recording and disposal of illegal drugs must be undertaken strictly in accordance with the procedures detailed in Section 12.1.4.

19.19.2. Recording and Disposal Of Drugs/Prohibited Substances/Drug Implements

To ensure the continuity of evidence and exhibits, the following procedures are to be implemented.

19.19.2.1. Discovering Officer Responsibilities

The discovering officer plays a very important part in gathering information, interviewing inmates and preserving evidence following the discovery of drugs and or drug implements.

The discovering officer will take the following actions in the presence of an independent officer:

- 1)** Read inmate(s) his/her rights (Refer to sub-section 12.4.5.2 – Discovery of Non Prescribed Property);
- 2)** Question the inmates who occupy the cell in which the drugs/implements were discovered; or
- 3)** Question inmates in the immediate areas, if the drugs/implements were discovered other than in a cell; or
- 4)** Question the inmates from whom the drugs/implements were confiscated.
- 5)** The officer, where possible, will wear gloves to preserve possible evidence prior to placing the drug(s)/implement(s) into individual exhibit bags (the exhibit bag will contain a description of the items, name of inmate(s) involved, time and date the items were discovered/confiscated, area/location where items were discovered/confiscated, names of discovering/confiscating officer and witnesses. The signature of the inmate is to be obtained on the exhibits bag, if possible);
- 6)** Immediately report this incident to the Manager Security;
- 7)** Lodge the exhibit(s) with the Manager Security of the correctional centre at the time; and
- 8)** Provide the Manager Security with a written report concerning the discovery/confiscation of the drugs/implements.

19.19.2.2. Discovering Officer's Report

The discovering officer must include the following information in his/her report:

Name of inmate(s) occupying cell;

- 1)** Time and date of discovery;
- 2)** Area where drugs/implements were confiscated;
- 3)** Inmate(s) from whom drugs/implements were confiscated (if not the normal cell occupants);
- 4)** Confirmation that the inmate was read his/her rights;
- 5)** How long inmate(s) had occupied cell/area;
- 6)** If the cell/area was left unlocked for any period of time, did anyone else have access to the cell/area i.e. sweepers;
- 7)** The exact location of drugs/implements e.g. mattress in cell 33, 4 wing;
- 8)** The names of any witnesses/and or inmates in the immediate area;
- 9)** The names of discovering/confiscating officers; and
- 10)** A statement acknowledging the inmate's decision to sign (or otherwise) the exhibits bag.

19.19.3. Discovery of Drugs and Other Contraband

Drugs are unknown substances until analysed. Correctional centre staff must operate on the premise that the suspected substance is a **prohibited drug**.

It is imperative to ensure the continuity of evidence and accountability of exhibits at all times.

19.19.3.1. Recording Of Potential Drug Finds and Other Contraband

Discovering officers have two options that must be followed should they find potential drug substances as part of normal searching activities or during the conduct of normal duties. **General Managers** are to ensure that local orders and/or procedures are established to implement the following options.

RECORDING OPTION 1:

- 1) Once the potential drug has been discovered and the inmate questioned, the discovering officer and witnessing officer will take the drug/substance to the Manager Security's office as soon as possible.
- 2) The substance (s) will be photographed and weighed prior to being placed into an exhibits bag. Any implement (s) must be placed into a **separate** exhibits bag. The discovering officer must ensure that the date, time, location, inmate name and MIN, together with the officer's names and signatures are recorded on the bag seal. The exhibit bag must be sealed prior to storage.
- 3) The aforementioned details are then entered into the *Exhibit Book*. (**Refer Annexure 19.5(a) – Police Laboratory; Annexure 19.5(b) – Inmate Case File; Annexure 19.5(c) – Remain in Book**). Once this is completed, the exhibit bag is placed into the drug safe.
- 4) The *Exhibit Book* is to be signed by both the discovering and witnessing officers confirming that the exhibit (s) has been placed into the safe. Whenever the safe is opened for any reason, **at least two officers must be present**. To ensure continuity is maintained all movements, inspections, and actions taken with exhibits are to be recorded.
- 5) Reports and photograph (s) are to be forwarded to the Area Manager of the respective area for safe storage.

RECORDING OPTION 2:

Should the discovering officer not be in a position to be relieved, to attend the Manager Security's office after the drug has been discovered, the inmate questioned and the Manager Security contacted, the following actions must take place:

- 1) The Area Manager will organise an officer to attend the Manager Security's office to retrieve and return the 'search kit'.
- 2) The search kit is handed to the 'finding officer' on location, where the recording process will be conducted.
- 3) The discovering officer will photograph and weigh the substance(s), in the presence of the inmate. The substance and any implements will be placed into separate exhibit bags (to avoid any contamination), ensuring that the date, time, location, inmate name and MIN are recorded on the bag seal. The inmate's signature is to be obtained, if possible, and the exhibit bag must be sealed prior to storage.

- 4) The aforementioned details are to be entered directly into the *Exhibit Book*. (**Refer Annexures 19.5(a) to 19.5(c)**).
- 5) The finding officer will convey the *Exhibit Book* and exhibits with all reports and photographs to the drug safe. Copies of all reports are to be forwarded to the Area Manager.
- 6) Whenever the safe is opened for any reason, **at least two officers must be present**. To ensure continuity is maintained all movements, inspections, and actions taken with exhibits are to be recorded.

19.19.3.2. Police Attendance

Police need to be requested to attend the centre to take carriage of any suspected prohibited drug.

19.19.3.3. Drug Matters before the Visiting Magistrate (VM)

- 1) Once an Area Manager receives a charge sheet for a drug related matter, he/she is to complete a hand brief to be put before the VM. Prior to this matter going before the VM, the drug exhibit must be analysed.
- 2) The Exhibit Officer must liaise with the personal assistant to the governor in regards to which matters are going before the VM.
- 3) All exhibits for analysis must be signed out of the *Exhibits Book* and a 'Request for Drug Analysis Form'. (P377) must be completed (Refer Annexure 19.5(a) and Annexure 19.5(d)).
- 4) The Exhibit Officer must endorse the Exhibit Book under the 'Purpose Taken' column. The exhibit(s) are to be delivered to the Government Analytical Laboratory and upon receipt each 'Request for Drug Analysis Form' (Annexure 19.5(d)) is endorsed as received.
- 5) Once the exhibits have been analysed, the laboratory will issue a certificate of analysis. The Exhibit Officer will need to follow up the issue of the certificate as this testing function can take up to 3 weeks for completion. Once the testing is completed the Exhibit Officer organises for the exhibit to be picked up, the drug exhibit book updated along with the analyst results and the drug security exhibit bag returned to the drug safe. (Refer Annexure 19.5(b) & Annexure 19.5(c)).
- 6) Once the VM has heard the matter and the exhibit has been listed for destruction, the Exhibit Officer must ensure that all drug exhibits and supporting documentation are prepared for the destruction process.
- 7) If the matter is to be dealt with by the police, it is still necessary for the exhibit(s) to be photographed, weighed and sealed in a drug security exhibit bag. These details are to be entered into the Exhibit Book and the exhibit secured in the drug safe until police attend and take possession. Note: At some remote locations it may be necessary for staff to deliver these exhibits to the local police. When police do attend, the protocol to be adopted is described in [Appendix 1](#).
- 8) The police officer(s) must sign for the exhibit and will later provide by fax a copy of the NSW Police Service Exhibit Book entry, as evidence of acquittance. This copy must be pasted to the back of the relevant exhibit entry page in the CSNSW *Exhibit Book*.

19.19.3.4. Destruction of Exhibits

- 1) When police do not attend, the Exhibit Officer must liaise with the police Exhibit Officer of the Local Area Command and make the necessary arrangements for the delivery of drug exhibits as soon as possible. The protocol to be followed when police do not attend is described in [Appendix 2](#).
- 2) The Exhibit Officer will be required to have in his/her possession, the *Exhibit Book* and all the Drug Security Exhibit Bags when reporting to the Local Police Command for the handover for destruction purposes. The police officer will ensure the drug exhibits match the DCS *Exhibit Book* entries, and strike one exhibit entry, receipting all exhibits. The one entry can be used to acquit all other DCS exhibit entries.
- 3) The safe handling, management and disposal of sharps i.e. needles, syringes etc is detailed within OPM sub-section 12.1.14.5 - Sharps Management and Disposal Protocols. All exhibits, in this category, no longer required for evidentiary purposes are to be disposed of in accordance with the above protocols.
- 4) All other exhibits i.e. bongs and other implements used for the administration of a drug are to be rendered unusable and disposed of as normal domestic waste.

19.19.3.5. Drug Safe

The contents of the drug safe must be checked on a monthly basis by the Manager Security who will record this process and any adverse findings in the daily log.

Exhibit Books and all drug exhibits contained within the drug safe must be inspected and reconciled. Exhibits bags must be maintained and issued in sequential numbers.

The Drug Bag Allocation Register must be checked and bags used and bags on hand must be reconciled (refer Annexure 19.5(f)). Note: When drug bags are allocated prior to a search the officer taking possession of the bag(s) must sign for them as per local protocols and if the bags are returned unused an appropriate notation is to be made in the Register.

If any discrepancies are found it is to be reported to the governor immediately. Whenever the safe is opened for any reason, at least two officers must be present.

19.19.4. Drug Exhibit Bags

The **(PAB18 – PLASTIC BAG)** is to be used for all dry (tablet/powder) drug exhibits – which are noted in front of the book.

- 1) Check the serial numbers on the plastic security bags.
- 2) Record numbers in the *Accountable Books Register* - on the *Exhibit Security Bags* page. (Note: Available in bulk from suppliers batch - i.e.100 to 105 (1 Suppliers batch) = 5 Drug Bags- 1 entry. 106 to 110 (1 Suppliers batch) = 5 Drug Bags- 1 entry). Ensure that enough bulk PAB18s are on hand and secured to meet all medium term needs. (Refer [\\Rch-ops\data\GRP\1998\PROCEED\Section 12\Appendix 6.0.dot](#) *Accountable Books Register* Annexure 19.5(e)).
- 3) Check all **five** seals on Drug Bags (PAB18) to ensure none have been removed or tampered with.
- 4) Transfer and record individual drug bag numbers to the *Drug Bag Allocation Register*. (i.e. complete batches signed from *Accountable Books Register* and record them individually into the *Drug Bag Allocation Register*)

- 5) Store with care and do not place heavy weights on PAB18 bags as the seals might be damaged and their integrity compromised.
- 9) **The (PAB 24 – MULTI-PLY PAPER BAG)** is to be used for all green vegetable matter (prohibited plants) and all other non-drug exhibits – which are noted at the back of the book.
 - 1) Check the serial numbers on the paper security bags.
 - 2) Record numbers in the *Accountable Books Register*. (Note: Available in bulk from suppliers, batch – i.e. 1040 to 1045 (1 Suppliers batch) = 5 non drug exhibit bags – 1 entry. 1046 to 1050 (1 Suppliers Batch) = 5 non drug exhibit bags – 1 entry.
 - 3) Ensure enough bulk PAB24s are on hand and secured to meet all medium term needs.
 - 4) Transfer and record individual non-drug exhibit bag numbers to the *Drug Bag Allocation Register* (i.e. complete batch's signed from the *Accountable Books Register* but record them individually into the *Drug Bag Allocation Register*)
 - 5) Store the PAB24 bags with care to ensure they are not damaged and their integrity compromised.

Note: The Division of Analytical Laboratories (DAL), which is responsible for the analysis of illegal/prohibited substances, will not accept open or damaged Exhibit Bags. DAL will report any opened or damaged bags containing potential illegal/prohibited substances/drug implements to the Commander Security and Investigations and the Executive Director Probitly and Performance Management Division.

19.19.4.1. Procedure for Opening Sealed Exhibit Bags

Sealed Exhibit Bags can only be opened in special circumstances and only following the formal written approval of the governor/Manager Security/OIC Regional Security Unit. Where special circumstances exist the following procedures apply:

Exhibit Bags can only be opened in the presence of the Officer-in-Charge or designated senior officer.

- 1) Use only the special cutter to open the bag.
- 2) The reason why the bag was opened and the bag's seal number must be recorded in the *Exhibits Book*. The person seeking access to the sealed exhibits bag must sign and date the *Exhibits Book*. The written approval for opening the sealed exhibits bag must be glued to the back of the *Exhibits Book* for audit purposes.
- 3) The OIC or Designated senior officer must check the contents of the opened exhibit bag to ensure exhibit continuity e.g. description, count, weight etc is consistent with the details in the initial Exhibit Book entry.
- 4) Record the same exhibit data on the next (unused) exhibit bag including the names and signatures of the people present and then reseal the bag.

19.19.4.2. Accounting For Exhibits Bags

The following procedures must be adopted when exhibit bags are damaged or interfered with or go missing:

- 1) In all cases where exhibit bags are damaged, interfered with or go missing, a report must be prepared immediately for the governor and appropriate Commander.
- 2) A damaged exhibits bag must be opened in the presence of the OIC/designated senior officer. Record the old bag number and exhibit details on the new bag and update the *Exhibits Book* accordingly, including the circumstances requiring replacement of the old bag.
- 3) The OIC/designated senior officer must retain a copy of the report for accounting/audit purposes.

19.19.5. Recording: Accountable Books/ Forms Register

The following protocols are to be followed when placing exhibits in sealed plastic bags and recording the details in the drug exhibit books and registers to maintain a clear auditable trail.

The **Accountable Books Register** is used to account for all books and forms that are utilised within the correctional centre.

e.g. Exhibit Books

Drug Bag Allocation Book
 General Purpose Receipt Books
 Area Managers Log Book
 Contemporaneous Notebooks
 General Manager/Manager Security Log Book

Gatekeepers Log Book
 Armoury Log Book
 Wing Log Books
 Duty Books
 Night Watch Seniors Log Book

The **Drug Safe Access Register** is to be stored in the Drug Safe and each time the safe is opened an entry must be made to record the following:

- date
- time
- reason the safe was opened
- signature of the Manager Security / Delegated officer
- signature of witness

19.19.5.1. Drug Bag Allocation Register

The *Drug Bag Allocation Register* has two functions:

- to record the actual use of all sealable drug bags (PABs 18-plastic) in the front section of the book; and
- to record the actual use of sealable (PABs 24 multi-ply paper) bags in the rear section of the book.

1) The *Register* must include the following information:

- bag number
- date issued
- who issued the bag (print name and rank)
- signature and serial number of issuing officer
- the name of the person to whom the bag was issued
- signature and serial number of receiving officer
- the name of the inmate from whom the substance was confiscated (if known)
- inmate MIN

- 2) Record the individual drug bag numbers of the bulk batch of PAB18s plastic drug security bags (front of book) in black pen and PAB24s multi-ply – paper, non drug exhibit bags (back of book) in black pen in the *Drug Bag Allocation Register* (PAB19). Note: This must be signed in as received. (Refer Annexure 19.5(f)).
- 3) Issue the bags in numerical order and complete the details in the bag register.
- 4) Check the seal of the bag is intact. Ensure each seal is consecutively numbered, starting with one.
- 5) The *Drug Bag Allocation Register* serial number must be recorded in the *Accountable Forms Register*.

19.19.5.2. Drug Safe Access Register

The Drug Safe Access Register is the cornerstone of **Handover Procedures**, which record every access to the Drug Safe and drug exhibits as well as who has possession and responsibility for the Drug Safe keys. The accurate recording of this data and the responsibility for key control and accountability cannot be overstated.

- 1) The register is to be kept inside the safe and is to be maintained to record all drug exhibit movements in the following format:
 - date/time the safe is opened;
 - name of person, signature and serial number whenever the safe is opened;
 - the reason for opening the safe;
 - the date/time the keys were returned; and
 - the name of the person returning the keys.
- 2) This process will provide a clear indication of all staff that has had access to the safe as well as a necessary audit trail e.g. Safe opened on **date at time**, for the purpose of ... Signed **Manager Security** in the presence of Officer ... (Refer Annexure 19.5(h)).

19.19.5.3. Drug Safe Key Control

The following protocols must be incorporated into local procedures.

- 1) The Manager Security or nominated officer is responsible for the safe keeping of one key. The Exhibit Officer or Delegated Senior Officer must safely retain the second key.
- 2) A separate location must be established for a duplicate drug safe key (i.e. can be secured in the armoury or the regional office safe).
- 3) **ONLY** the Exhibits Officer/Delegated Senior Officer is authorised to open the drug safe. This must be done in the presence of an independent witness.
- 4) Drugs received after hours must be placed in secure temporary storage/overnight chute safe, the governor's safe or other secure safe, until the Exhibits Officer/Delegated Senior Officer arrives for duty.
- 5) If the Exhibit Officer/Delegated Senior Officer is going on leave a handover must be performed and the relieving officer must reconcile and sign for the contents of the safe. This protocol must be recorded in the *Drug Safe Access Register*.

19.19.5.4. Inspection Procedures

- 1) The Manager Security is responsible for verifying that all **drug exhibits** are securely housed in a safe, exhibit room or in an appropriately secure place and that the keys are held by responsible officers.

- 2) Inspect the **exhibit room/holding areas** with a nominated officer, ensuring that **all** drugs are secured in a drug safe.
- 3) Obtain the *Exhibit Book* in use and check **all drug exhibits**. Record details of all exhibits in the safe on the *Drug Exhibits Inspection Summary Form*. Note: The following information must be recorded in the *Drug Exhibits Book* (exhibit number, inmate's name, date received, Drug Bag number/s, weight recorded, DAL number and date dispatched to the DAL).
- 4) **All drug exhibits** are to be removed from the **Drug Safe** and examined to ensure:
 - a) the **exhibit** is labelled, recorded and secured appropriately in PAB18 (plastic) or PAB24 (multi-ply paper) **Drug Security Exhibit Bag**;
 - b) the drug bag is sealed correctly and has not been tampered with;
 - c) chain-like pattern, puncture marks or other evidence of unauthorised entry are to be noted in the *Drug Register* and reported to the governor as soon as possible;
 - d) the description of the **exhibit** is consistent with the **exhibit** on hand;
 - e) the book entry and related documentation (i.e. DAL Certificate, Agronomist Certificate etc.) are accurate and complete;
 - f) the relevant entry in the *Exhibit Book* is endorsed to concur with the exhibit on hand;
 - g) the results are recorded and any discrepancies identified against the *Exhibit Book*; and
 - h) verification is made by telephone or in writing that any drug exhibit(s) not able to be sighted are located at the Analytical Laboratories, with the Visiting Magistrate, etc. and that these documents are properly filed in the correctional centre's Management Inspection File.

19.19.5.5. Maintenance of Drug Exhibit Book

The Manager Security must verify that the *Exhibit Book* has been properly maintained and acquitted with particular attention paid to endorsements in 'Disposal Details' and 'Record of Movement' columns. Additionally, the following matters must be verified:

- 1) **Drug Security Bag** numbers have been correctly entered;
- 2) Movements are properly acquitted by recording the date/time – in/out, signatures of responsible officers and purpose of movement. Where **Exhibits** are returned following analysis, the **Exhibit Officer** (returning officer) and the Manager Security must endorse the entry in the *Exhibits Book* on return of the exhibit.
- 3) The approximate weight of drugs must be entered in the description column.
- 4) The Analyst Certificate (eg DAL) number is recorded.
- 5) The entry should be ruled off with a straight line and the signature of the officer tendering the exhibit is recorded directly under that line.
- 6) Only one entry per line must be made, and individually numbered.
- 7) Disposal details are properly recorded / acquitted.
- 8) Ensure that responsible officers undertake regular summaries of inspections and that the details recorded in the back of the **Exhibit Book**. This must include:
- 10)

- **exhibit number** and date received;
- description of the **exhibit**;
- details of any follow-up action taken; and
- that the **Exhibit Book** on hand is checked and it reconciles with the **Accountable Book Register**.

19.19.6 Inmate Access to Ingredients for “Gaol Brews”

Inmate consumption of intoxicating substances generally results in violent incidents which place both staff and inmates at risk. Correctional centre management and staff must be vigilant and proactive in the detection of these illicit substances.

Sugar has been withdrawn from issue to inmates. Custodial and industrial staff are required to maintain a close watch on the use of fruit, vegetables etc. and to conduct regular checks of accommodation, programs, recreation and work areas to find and remove gaol brews.

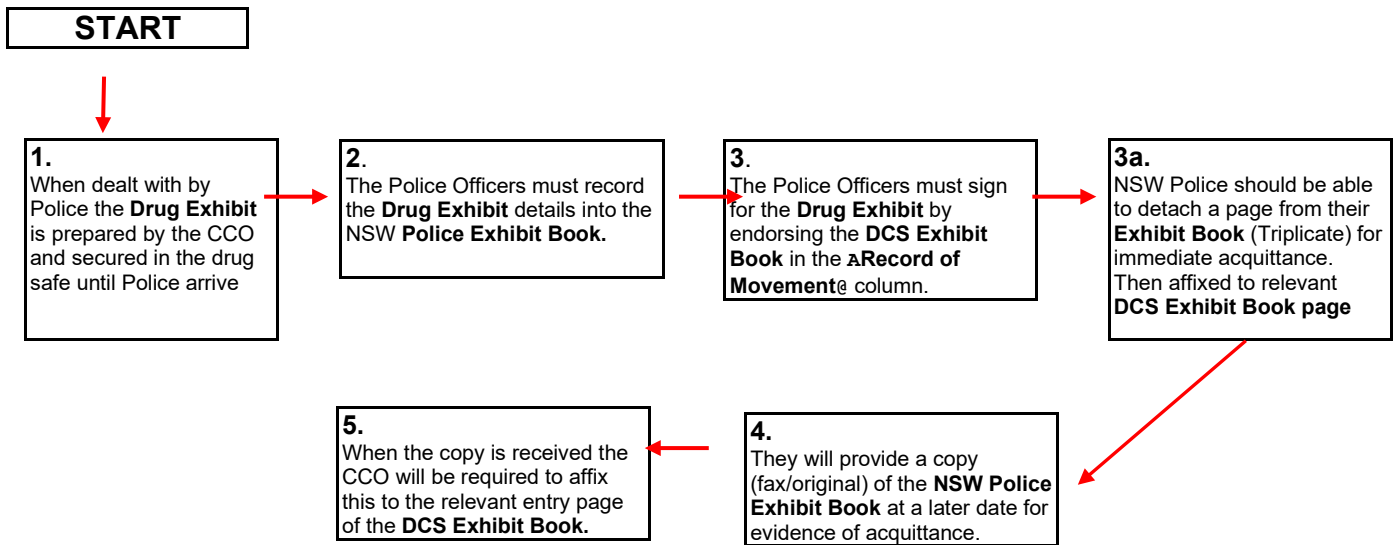
In the event an inmate is found guilty of an offence involving the manufacture of a gaol brew an alert must be entered on the appropriate section of the Offender Integrated Management System (OIMS).

Reviewed	August 2004	Review Date	August 2005
-----------------	-------------	--------------------	-------------

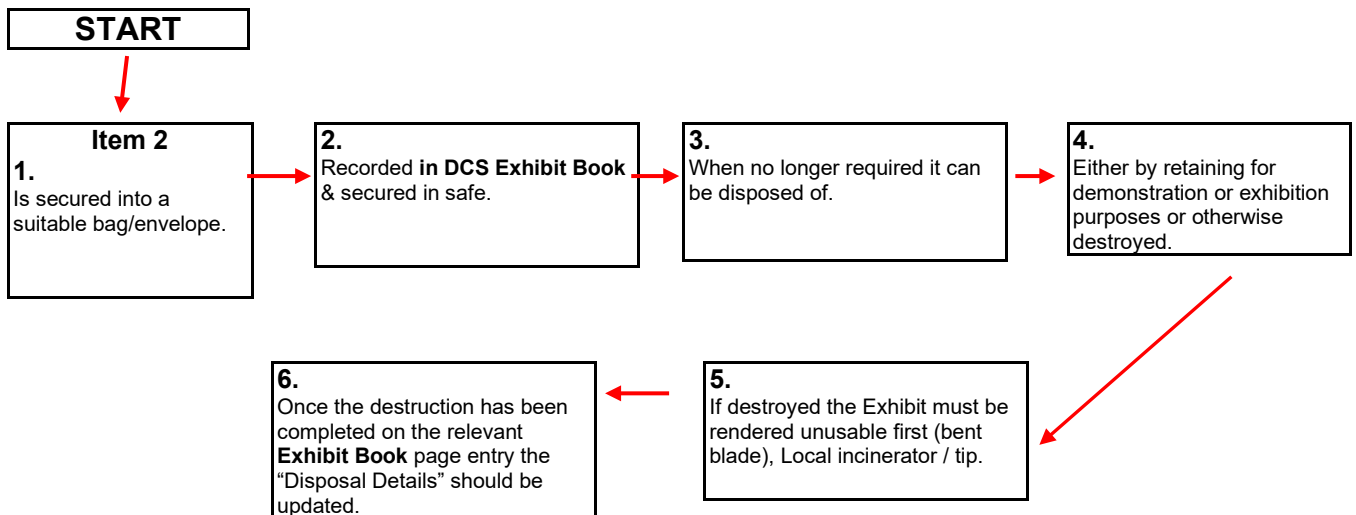
Document History

Version	11)Date Issued	12)Comment
1.1	13) 23 November 2009	14) As per COPM 2009/04

POLICE TO ATTEND CORRECTIONAL CENTRE



NON_DRUG EXHIBIT – Pocketknife with Gold & Wooden Handle – It will be stated that this exhibit should not be recorded and placed into confiscated/contraband items. On the other hand it should maybe part of the exhibit as it was used to “cut” the white powder.



POLICE DO NOT ATTEND CORRECTIONAL CENTRE

