

## Custodial Operations Policy and Procedures

### 17.4 Internal secretion of contraband

#### Policy summary

If it is suspected or confirmed that an inmate has secreted any item of contraband internally, staff must act immediately to ensure the inmate does not suffer any adverse health problems.

Justice Health & Forensic Mental Health Network (JH&FMHN) must be alerted, and are required to clinically assess any inmate suspected of internally secreting contraband and make a recommendation for their management. The inmate may be held in a dry cell pending this assessment.

If it is found that the inmate has secreted contraband, they may be subject to an offence in custody misconduct report or police charges.

#### Management of Public Correctional Centres Service Specifications

Service specification	Health services Safety and security
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## Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW).

It also applies to all CSNSW employees, and where relevant to other personnel such as, JH&FMHN, contractors, subcontractors, and visitors.

For Security & Intelligence (S&I) staff, this policy must be read in conjunction with S&I Local Operating Procedures (LOPs).

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# 1 Internal secretion of contraband

## 1.1 Policy

If an inmate is suspected of internally secreting contraband, they should be clinically assessed to determine possible threats to their health. An inmate suspected of internally secreting contraband may be held in a dry cell pending a clinical assessment by JH&FMHN.

An OIMS IRM *Contraband Suspected/Indicated* must be completed. If contraband is subsequently found, an OIMS IRM *Contraband Located* must be completed linking the first IRM to this report.

Once assessed, JH&FMHN must issue a *Health Problem Notification Form* (HPNF) recommending how the inmate is to be managed.

Prior to placing an inmate in a dry cell, staff must consult with the Manager of Security (MOS), Functional Manager (FM) or Officer In Charge (OIC) to determine if there are any reasons why the inmate should not be placed into a dry cell e.g. if the inmate is subject to a current Risk Intervention Team (RIT) management plan, or has a two-out cell placement.

An officer may only instruct an inmate to bend over, squat or part their buttocks as part of a search, if there is reasonable suspicion at the time of the search that the inmate has something secreted in that part of their body. If this occurs, a report to the Governor must be submitted detailing the reason why this type of search was conducted and the results of the search.

## 1.2 Health Problem Notification Form

On receiving a HPNF with recommendations from JH&FMHN relating to the management of an inmate who is suspected of internally secreting contraband (which may include escorting the inmate to the local hospital for clinical assessment), the MOS, FM or OIC will implement the recommendations unless there are identified security implications (**refer to COPP section 6.1 JH&FMHN notifications**).

Any security or other issues which may impact on the health management of the inmate should be discussed with JH&FMHN staff so a revised management plan can be developed in consultation with the MOS, FM or OIC.

## 1.3 Procedures

	Procedure	Responsibility
1.	If an inmate is suspected of internally secreting contraband, immediately report the matter to the MOS, FM or OIC.	Correctional officer



	Procedure	Responsibility
2.	Escort the inmate to the health centre to be clinically assessed. If the health centre is not staffed, the inmate may be placed into a dry cell (with approval from the MOS, FM or OIC), and the Afterhours Nurse Unit Manager on telephone:1300 076 267) for medical advice.	Correctional officer
3.	Ensure the inmate is clinically assessed by JH&FMHN staff at the earliest opportunity. In consultation with JH&FMHN staff, make a decision on the level of supervision required during the clinical assessment.	MOS/FM/OIC
4.	Ensure the MOS, FM or OIC receive a copy of the completed HPNF.	Correctional officer
5.	Complete an OIMS IRM <i>Contraband Suspected/Indicated</i>	Correctional officer
6.	Make a decision on the management of the inmate.	MOS/FM/OIC
7.	Submit an incident or misconduct report if the inmate is found to have internally secreted contraband.	Correctional officer

## 2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

## 3 Definitions

ANUM	Afterhours Nurse Unit Manager
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
FM	Functional Manager
HPNF	Health Problem Notification Form
JH&FMHN	Justice Health and Forensic Mental Health Network
LOPs	Local Operating Procedures
MOS	Manager of Security
OIC	Officer in Charge
RIT	Risk Intervention Team
S&I	Security and Intelligence, a branch of CSNSW

## 4 Document information

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<b>Business centre:</b>	Custodial Operations	
<b>Approver:</b>	Dr Anne Marie Martin Deputy Commissioner Security and Custody	
<b>Date of effect:</b>	16 December 2017	
<b>EDRMS container:</b>	18/7393	
<b>Version</b>	<b>Date</b>	<b>Reason for amendment</b>
1.0		Initial publication ( <i>Replaces section 12.1.24 of the superseded Operations Procedures Manual</i> )
1.1	12/03/20	General formatting update and improvements
1.2	13/06/24	Amendments to include staff completing an OIMS IRM Contraband Suspected/Indicated replacing completion of OIMS IRM Miscellaneous for suspected contraband on inmates and visitors.  Refer Deputy Commissioners memorandum 2024/20 Reporting of suspected contraband

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