

APPENDIX B

APPLICATION FOR AUTHORISED ENTRY TO NORTHERN TERRITORY CORRECTIONAL SERVICES INSTITUTIONS

SITE RULES FOR ENTERING ALICE SPRINGS & DARWIN CORRECTIONAL CENTRES

1. **Proof of identity.** (All persons must provide some form of photo identity on entry, i.e. Drivers licence).
2. **Professional, Official or Other business people also agree to comply with the following conditions:**
 - a) All persons are subject to a criminal history check prior to entry.
 - b) ***All persons are subject to identity verification information.**
 - c) Comply with any limitation ordered by the Superintendent or his representative.
 - d) Maintain secure control of all tools, equipment, materials and supplies. Immediately report any missing or lost tools, equipment or supplies to the Superintendent or appointed representative.
 - e) All mobile phones/two way radios or any other electrical device must be declared and when directed handed in or disabled during the period the person is operating within prison property.
 - f) No mobile phones will be permitted inside the main prison, or low security area, or any such area declared as a security area unless they have prior approval.
 - g) All electronic devices are not permitted within the centre without written approval from the Commissioner or his delegate.
 - h) All vehicles must be secured whilst unattended (**keys are NOT to be left in vehicles under any circumstances**). All tools, equipment, materials and supplies must be secured within the vehicle or secured in a place designated by the Superintendent or appointed representative.
 - i) Speed limits (as posted) will be adhered to within the correctional centre and surrounding property and vehicles will be parked in designated areas only.
 - j) Persons are not to engage in conversation with any prisoner or bring in or take out any article or message on behalf of or for a prisoner except where it is directly related to the purpose for their visit and has been previously approved.
 - k) All persons **MUST** comply with all reasonable directions of Correctional Services Staff whilst on site.
 - l) Identification badges will be provided by the Correctional Centre and this must be worn and visible at all times.
 - m) Vehicle and carried items are subject to searches at the discretion of staff whilst on correctional services property.
 - n) Firearms, energetic materials, video recorders, cameras or tape recorders, drug related items including tobacco products are prohibited.
 - o) Unauthorised photography or imagery is not permitted within any correctional centre.
 - p) Consumption of alcohol is strictly forbidden and involvement or use of illicit drugs within a correctional centre is prohibited.
 - q) In the event of an emergency all persons will follow directions given by the Superintendent's appointed representative.
 - r) All vehicles, persons and their belongings entering a correctional centre and surrounding property are subject to drug screening measures.

WARNING

It is an offence for a person to assume a false identity for the purpose of entering a corrective service facility or to give information that the person knows is false or misleading.

NOTE: Failure to comply with these rules may result in refusal of entry or the removal of persons and equipment from the facility

NOTE: In accordance with the *Information Act*, Northern Territory Department of Correctional Services (NTDCS) is prohibited from disclosing the information contained in this document for a purpose other than that which the information was given, and under the strict understanding that the information, or any part thereof will not be disclosed to a third party.

1.

DETAILS OF APPLICANT

Correctional Facility: _____

Surname: _____ First / Middle Name: _____

Date of Birth: ____ / ____ / ____ Drivers Licence No.: _____ State or Territory: _____

Residential address NT last 2 years: 1 _____

2 _____

Interstate/International address: 1 _____

2 _____

Phone (Business Hours): _____ Mobile: _____

Purpose of entry: _____

Company/Dept. Representing: _____

Provide employment position: _____

Period of entry (circle one): Day only // Contract ____ / ____ / ____ to ____ / ____ / ____ // Regular delivery

Electronic Device Application Completed Yes / No Approved / Not Approved

2.

ORGANISATION DETAILS (supervisor to complete)

Name of Organisation: _____

Contact Person: _____ Position Held: _____

Phone (Business Hours): _____ Mobile: _____

Postal Address: _____

I declare that the above applicant is approved to deliver services on behalf of the above organisation.

Signature: _____

3.

PROOF OF IDENTITY

1. Please provide a **photocopy** of **one** of the following forms of identification and complete the relevant details:

(Please ensure that the details of all photocopied documents are clearly visible and legible.)

Current photo drivers Licence:

Licence No: _____ State / Territory: _____ Expiry Date: _____

OR

Any current photo identification issued by a Government Department or Authority or employing organisation

Type: _____

Reference No, Expiry date: _____

4.

RELATIONSHIPS

Do you currently have friends / relatives in custody in the NT? YES / NO (Please circle appropriate response)
If **YES**, please provide their name, your relationship to them, and their location.

Name	Relationship	Correctional Centre

Have you ever visited a person in custody in the NT? YES / NO (Please circle appropriate response)

If **YES**, please provide their name, your relationship to them, their location and year.

Name	Relationship	Correctional Centre	Year

5.

CRIMINAL HISTORY DECLARATION

Have you been charged or convicted of any offence (other than a traffic offence) in the Northern Territory or elsewhere in the last ten (10) years? If yes, please provide details:

Have you been a witness to a major criminal court case in the past ten (10) years? If so, please provide details:

6.

APPLICANT DECLARATION

- I declare that the information provided is true and correct.
- I authorise the Northern Territory Department of Correctional Services to make any relevant enquiries into the information stated in this application.
- I have read and understood and accept all of the above conditions prior to entry.
- I have attached a photocopy of a required form of identification.
- I understand that approval to enter a Correctional Centre is valid for 12 months only.

Applicant's Signature:

Date: __/__/__

SCO INTELLIGENCE

- Informal Criminal History Check carried out
 NT Police, Name Check to be carried out
 Reports Submitted

Comments: _____

Name: _____ Signature: _____ Date __/__/__

CCO SECURITY

Comments: _____

- Supported Print Full Name: _____
 Not Supported Signature: _____ Date __/__/__

GENERAL MANAGER / DELEGATE

Comments: _____

- Approved Print Full Name: _____
 Not Approved Signature: _____ Date __/__/__

CCO SECURITY

Authorised person entered on data base yes / no Date __/__/__
 Approving Manager / Applicant notified of outcome: yes / no Date __/__/__
 Training Centre notified of outcome: yes / no Date __/__/__