

APPLICATION FOR AUTHORISED ENTRY OF NORTHERN TERRITORY
DEPARTMENT OF CORRECTIONAL SERVICES INSTITUTIONS

SITE RULES FOR ENTERING ALICE SPRINGS & DARWIN CORRECTIONAL CENTRES
FOR CONSTRUCTION CONTRACTORS

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. 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.
 - f) 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.
 - g) 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.
 - h) All persons **MUST** comply with all reasonable directions of Correctional Services Staff whilst on site.
 - i) Identification badges will be provided by the Correctional Centre and this must be worn and visible at all times.
 - j) Vehicle and carried item inspections may be carried out at the discretion of staff.
 - k) Firearms, energetic materials, video recorders, cameras or tape recorders, drug related items including tobacco products and all electronic devices are not permitted within the centre without written approval from the Commissioner.
 - l) Unauthorised photography or imagery is not permitted within any correctional centre.
 - in) Speed limits (as signed) will be adhered to and vehicles will be parked in designated areas only.
 - n) Consumption of alcohol is strictly forbidden and involvement or use of illicit drugs within a correctional centre is prohibited.
 - o) In the event of an emergency all persons will follow directions given by the Superintendent appointed representative.

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.

Print Full Name: _____ Date of Birth: __/__/____ Drivers Licence No.: _____

State or Territory: _____ Home phone no: _____ Mobile phone no: _____

Residential address NT last 2 years: 1 _____

2 _____

Interstate/International address: 1 _____

2 _____

Purpose of entry: _____ Period of entry: Day only _____

Contract _____

Regular delivery _____

Company/Dept. Representing: _____ Work phone no: _____

Provide employment position: _____ Electronic Device Approved/Not Approved: _____

I have read and understood and accept all of the above conditions prior to entry

Signature: _____ Date: __/__/____

I hereby authorise NTDCS to carry out a formal criminal history check with NT Police.

Signature: _____ Date: __/__/____

Print Name: _____

***Identity verification information means personal information consisting of biometric or photo of an individual.**

NTDCS use only

NOMINATED SUPERVISING MANAGER		
Suggested Criminal Record Inquiry:		
1. <input type="checkbox"/>	Informal Criminal History Check NTDCS (approx. 1-2 days)	ALL APPLICATIONS
2. <input type="checkbox"/>	Name Check, NT Police (approx. 3-5 days)	ALL NTDCS APPLICATIONS
3. <input type="checkbox"/>	Fingerprint Check, NT Police (approx. 3 weeks)	ALL NTDCS APPLICATIONS
Signature:.....		
Print Full Name:.....		Date:.....
Area Managed:.....		
INTELLIGENCE SECTION		
<input type="checkbox"/>	Informal Criminal History Check Carried Out	
<input type="checkbox"/>	NT Police Name Check Carried Out	
<input type="checkbox"/>	NT Police Fingerprint Check Carried Out	
<input type="checkbox"/>	Reports Submitted	
Comments:.....		
.....		
Name:..... Signature:..... Date:.....		
CPO SECURITY		
NT Police Criminal Record inquiry		
1. <input type="checkbox"/>	Informal Check attached	
<input type="checkbox"/>	Supported	Print Full Name:.....
<input type="checkbox"/>	Not Supported	Signature:..... Date:.....
SUPERINTENDENT		
Comments:.....		
.....		
<input type="checkbox"/>	Approved	Print Full Name:.....
<input type="checkbox"/>	Not Approved	Signature:..... Date:.....
CPO SECURITY		
Authorised person entered on data base		yes / no Date:
Manager Prison Services notified of outcome		yes / no Date:
Comments:		