

# Prisons Operations Manual (POM)

Effective 23 Jul 2018

## Movements

- M.01 Movements - internal, directed and specified
  - M.01.01 Internal movements of prisoners
  - M.01.02 Prisoners at-risk to themselves (Replaced by M.05)
  - M.01.03 Segregation of prisoners - standard requirements (Replaced by M.07)
  - M.01.04 Time out
  - M.01.05 Voluntary protective custody (Voluntary segregation)

## M.02 Security Classification

- M.02.01 Security classification of sentenced prisoners
- M.02.02 Completing female initial security classification
- M.02.03 Completing female review security classification
- M.02.04 Completing male initial security classification
- M.02.05 Completing male review security classification
- M.02.06 Maximum Security Classification
- M.02.07 Prisoner's request for reconsideration

## M.03 Specified gender and age movements

- M.03.01 Under 20 years old male prisoners
- M.03.02 Female and pregnant prisoners
- M.03.03 Feeding and bonding facilities
- M.03.04 Self-care units for women
- M.03.05 Transgender and intersex prisoner
- M.03.06 Self-care units for men

## M.04 External movement of prisoners

- M.04.01 Prisoner escorts / transfers general
- M.04.02 Use of restraints for escorts / transfers
- M.04.03 Inter-prison transfers
- M.04.04 Scheduled rest break
- M.04.05 Temporary removals
- M.04.06 Temporary release
- M.04.07 Release to work
- M.04.08 Work parties

## M.05 Prisoners at risk of self harm

- M.05.01 Reception risk assessment
- M.05.02 Review risk assessment
- M.05.03 Observing and managing at-risk prisoners
- M.05.04 Managing prisoners suspected of internal concealment of unauthorised items

## M.06 Advisory panel for activities outside the prison perimeter

## M.07 Segregation of prisoners

- M.07.01 Segregation directions
- M.07.02 Management of segregated prisoners
- M.07.03 Notification schedule of segregation directions
- M.07.04 Segregations reviews and revocations

## Prisoner finance / activities

- F.01 Minimum entitlements
- F.02 Cell standards
- F.03 Prisoner voting
- F.04 Prison library services
- F.05 Prisoner accounts and purchases
- F.06 Disposable safety razor
- F.07 Request access to facilities to assist in litigation
- F.08 Request access to facilities to assist in study
- F.09 Prisoner Wedding / Civil Union
- F.10 Family / Whanau Days
- F.11 Special religious services
- F.12 Hobby activities
- F.13 Prisoner physical activities
- F.14 Prisoner fundraising
- F.15 Prisoner self employment
- F.16 Kiosks

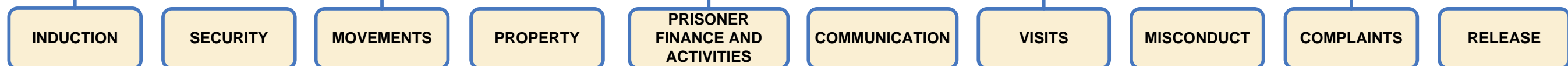
## Visits to prisons

- V.01 Visitors application and prohibition
- V.02 Visit scheduling
- V.03 Visitor arrival
- V.04 Visit

## Prisoner complaints

## Induction

- I.01 Notification of prisoner arrival
- I.02 Initial prisoner reception
- I.03 Sentence administration
- I.04 Induction interview
- I.05 Prisoner placement
- I.06 Complete arrival administration
- I.07 Unit induction
- I.08 Shared Accommodation Cell Risk Assessment
- I.09 Public Protection Order Residents detained in prison
- I.10 Management of transgender prisoners
  - I.10.01 Principles of management
  - I.10.02 Reception
  - I.10.03 Initial personal searches
  - I.10.04 Property
  - I.10.05 Initial cell placement
  - I.10.06 Names and pronouns
  - I.10.07 Support Plan for Trans Prisoners
  - I.10.08 Sharing the Support Plan and privacy
  - I.10.09 Review of Support Plan and use of the "Transgender" alert



INDUCTION

SECURITY

MOVEMENTS

PROPERTY

PRISONER  
FINANCE AND  
ACTIVITIES

COMMUNICATION

VISITS

MISCONDUCT

COMPLAINTS

RELEASE

## Security

- S.07 Drug and alcohol testing
- Security information, except S.07 Drug and Alcohol Testing, will be withheld from prisoners under s 6(c) of the Official Information Act 1982.

## Property

- P.01 Receiving property
- P.02 Storing property
- P.03 Issuing property
- P.04 Standard prison issue property
- P.05 Request for property items to be authorised
- P.06 Property transfer
- P.07 Property release
- P.08 Lost or damaged property claim
- P.09 Unclaimed property
- P.10 Property disposal
- P.11 Prison television (TV) rental scheme

## Communication

- C.01 Prisoner external communication and mail correspondence
- C.02 Prisoner telephone
- C.03 Prisoner general file management
- C.04 Prisoner internal information
- C.05 Official information disclosure
  - C.05.01 Request from external parties for information
  - C.05.02 Notification to Victim Coordination and Parole Board
  - C.05.03 HRX Information sharing
  - C.05.04 Information sharing with other government agencies
- C.06 Notice to access prisoner files by Community Probation
- C.07 Email to prisoners

## Misconduct

- MC.01 Filing a disciplinary charge
- MC.02 Misconduct pre-hearing
- MC.03 Misconduct hearing and penalty
- MC.04 Appeal

## Release

- R.01 NZ Parole Board hearing
- R.02 Compassionate release for seriously ill prisoner
- R.03 Substitution of sentence of imprisonment for sentence of home detention
- R.04 Christmas release
- R.05 Removal and deportation orders
- R.06 Release on bail
- R.07 Standard release
- R.08 Release of registered child sex offenders