

# Prisons Operations Manual (POM)

Effective 02 Sep 2021

## 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 Wāhine / women 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.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

## 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

## 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 / Whānau Days
- F.11 Special religious services
- F.12 Hobby activities
- F.13 Prisoner physical activities (Replaced with W.05.01)
- F.14 Prisoner fundraising
- F.15 Prisoner self employment
- F.16 Kiosks

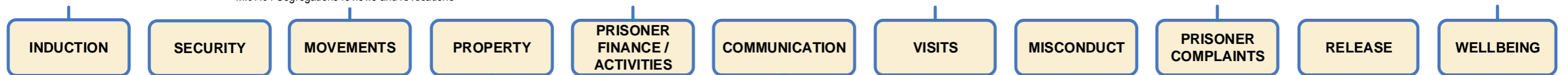
## Visits to prisons

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

## Wellbeing

- W.01 Internal Concealment
  - W.01.01 Managing Internal Concealment
    - W.01.01.01 Immediate actions
    - W.01.01.02 Observation Frequency
    - W.01.01.03 Ongoing Management of Internal Concealment
    - W.01.01.04 Concealed item(s)
    - W.01.01.05 Revocation of segregation direction
- W.02 Use of Dry Cells
  - W.02.01 Circumstances where dry cells can be used
- W.03 Voluntary Refusal of food and/or fluids (hunger strike)
- W.04 Hauora (Healthcare)
  - W.04.02 Paracetamol (Panadol)
- W.05 Prisoner physical education and activities
  - W.05.01 Prisoner participation in PE / PA
  - W.05.02 Physical education officer (PEO) requirements

## Prisoner complaints



## 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 mail
- C.02 Prisoner telephone calls
- C.04 Prisoner incoming emails
- C.05 Prisoner video calling
- C.07 Support Hui
- C.08 Prisoner general file management
- C.09 Prisoner internal information
- C.10 Official information disclosure
  - C.10.01 Request from external parties for information
  - C.10.02 Notification to Victim Coordination and Parole Board
  - C.10.03 Information sharing with other government agencies
- C.11 Notice to access prisoner files by Community Probation

## 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