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| **P.11.Form.01 Information for prisoners on the television rental scheme** | DOC Logo_RGB_Blue on white |

The Department of Corrections provides a scheme for prisoners to rent a prison issue 19” flat screen clear cased television (TV) for watching in your cell. If you choose not to participate in (or subsequently withdraw) from the rental scheme, you will not be permitted access to your own TV.

**Participating in the television rental scheme**

To participate in the TV rental scheme you will need to complete the P.11.Form.02 Request to opt into the television rental scheme. Unit staff can help you with completing this form.

**Free 90 day rental period**

If you participate, you will be entitled to a free introductory 90 day rental period. This means you will not have to pay a weekly rental fee during this time. The 90 day period starts the day you are approved to join the scheme.

The table below sets out how the free 90 day rental period will be applied if there is a change to your circumstances during the 90 days.

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| **Change in circumstance** | **What happens to your free 90 day period** |
| Attends court and stays in police / court cells | 90 day period is continuous |
| Change from remand accused to remand convicted | 90 day period is continuous |
| Change from remand convicted to sentenced | 90 day period is continuous |
| Remand accused, bailed and then returns to custody on breach of bail or further charges | New 90 day period starts |
| Sentenced prisoner and further charges are laid | 90 day period is continuous |
| Sentenced then released but reverts immediately to remand accused | 90 day period is continuous |
| Released at the end of a sentence then commits new offences | New 90 day period starts |
| Recall prisoners | 90 day period is continuous |
| Prisoner placed in Special Needs unit (without functioning TV) | The 90 day free rental is suspended |
| All new arrival transfers from SERCO | New 90 day period starts |
| If you transfer to SERCO | the 90 day free rental is suspended |

You will not be entitled to a new free 90 day rental period following a transfer.

If, during the free 90 day rental period, you are subject to a disciplinary penalty of the forfeiture of privileges which specifies the loss of a television, or if you are without a functioning television because you damaged the television and it was not replaced due to concerns you would damage the replacement, then the 90 days free rental does not stop. It is continuous.

**Issue of and conditions of use of the television**

When you join the television rental scheme the following may be issued to your cell:

* 19” clear cased secure television, and
* aerial coax cable, and
* television remote control.

**Note:** It may be that the aerial coax cable and/or television remote control will not be available in all prisons due to the particular site’s management of the television rental scheme, and/or the availability of either item.

These items remain at all times the property of the Department of Corrections, and will not accompany you when you move to a different cell, unit or prison, or on release from prison.

The replacement of batteries for the television remote control will be at your expense.

You must ensure the television:

* and television remote control is not removed from your cell or lent to any other prisoner.
* is switched off during any extended period you are not in your cell. For example, exercising in the yard or attending classes.
* volume is kept to a minimum so not to disturb others. This is very important at night.

**Rental fees**

The weekly rental fee will be taken from your account once the 90 day free rental period has expired. The weekly rental fee will be taken directly from your trust account before any money is taken to pay for your canteen order. The following fees will be taken one week in arrears (behind) depending on the following circumstances.

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| **Circumstances** | **Weekly Rental Fee** |
| Prisoners who do not share a cell | $ 2.00 |
| Prisoners accommodated in a shared cell | $ 1.00 (each) |
| Prisoners assessed as having financial hardship | 50 % of Weekly Rental Fee or as determine by prison director |

Attempts will be made to ensure prisoners who participate in the scheme are accommodated together, and prisoners who do not participate in the television scheme are accommodated together i.e. matching like with like.

Charges will be calculated according to the cell status of the offender on the date deductions are made.

If you are subject to a disciplinary penalty of the forfeiture of privileges which specifies the loss of a television following a misconduct hearing, or if the prisoner is without a functioning television for any other reason the rental fee will not be incurred for the days the penalty applies.

The television rental scheme ends and the fee is no longer deductible when a prisoner:

* is released from custody, or
* completes the withdrawal section of the P.11.Form.03 Continuation or withdrawal from the television rental scheme.

**Consideration for financial hardship assistance**

You may apply for a reduction in the weekly rental fee for a period of 90 days on the grounds of financial hardship.

You will be required to complete the P.11.Form.04 Consideration for financial hardship assistance. Unit staff can help you in completing this form. If you are within the 90 day rent free period then your application will not be processed until the end of that period. Otherwise it will be processed immediately.

If the average weekly funds available to you over the 90 days leading up to application processing date are less than $5.40, you will receive a 50% reduction in the rental fee over the 90 days following the application processing date.

Average weekly funds are calculated by taking the balance of your trust account at the start of the 90 days leading up to the application processing date and adding all the income received into the trust account (e.g. deposits, allowances) over those 90 days. This amount is then divided by 90 days then multiplied by 7 days to get average weekly funds.

In addition to this 50% reduction, you may include in your application a request for a reduction due to exceptional circumstances. The prison director may grant such requests if there are exceptional circumstances that make it difficult for you to pay.

In the case of prisoners whose average weekly balance qualifies them for the 50% reduction this would – if granted – result on a complete waiver of the rental fee for 90 days.

For prisoners who average weekly balance does not qualify them for the 50% reduction this would – if granted – result in either a 50% reduction or a full waiver of the rental fee for 90 days.

If the prison director considers there are such exceptional circumstances, he or she may:

1. Grant a 50% reduction to you, even if your average weekly funds are higher than $5.40, if the prison director considers it is appropriate to meet your reasonable financial needs.
2. Waive the rental fee in full if (a) is not considered by the prison director to be sufficient to meet your reasonable financial needs.

The prison director will take into account your average weekly funds over the 90 days prior to your application and any supporting information you provide as evidence as to why you believe you have exceptional circumstances. The prison director may consider any other information he or she considers relevant.

**Removal of the rental television set, television remote control or aerial coax cable may occur:**

* during an investigation and pending any determination of a misconduct involving a television, or
* if you are subject to a disciplinary penalty:
  + of the forfeiture of privileges which specifies the loss of the television, or
  + to pay reparation relating to any damage to a television

If you damage the television, aerial coax cable, or television remote control, these items may (if the prisoner director considers that they present a risk in their present state or has reasonable grounds to believe that you will further damage the items) be removed. They will not be replaced unless and until the prison director is satisfied that you will not damage the replacement items. If an order for reparation has been made then these items may not be replaced until it has been paid in full.

**Withdrawal from television rental scheme**

You can withdraw from the television rental scheme at any time by completing the P.11.Form.03 Continuation or withdrawal from the television rental scheme which can be obtained from unit staff.