



Policy Directive 67

Biometric Recognition System

Legislation referred to: [Prisons Act 1981](#) ss110(ra) and (rb)

[Prisons Regulations 1982](#) r 53B

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Purpose

The purpose of this Policy Directive is to provide clearly defined principles and procedures relating to the application of Biometric Recognition Systems in Western Australian Maximum Security Prisons.

The purpose of the Biometric Recognition System (BRS) is to enhance the effectiveness of the overall safety and security procedures used to provide for the safety of staff and visitors, as well as reducing the risk of escape by a prisoner.

Definitions

Biometric Recognition System (BRS) is a form of technology that electronically scans an individual's biological features such as iris, fingerprint or facial features, records the scan in an algorithm and enables highly accurate and speedy subsequent identification by electronically comparing subsequent scan with the original recorded data

1. Principles

The BRS is to be used to positively identify individuals entering and exiting the prison and confirm that all individuals exiting the prison are the same as those that entered, thereby contributing to the safety of visitors and reducing the risk of escape by a prisoner.

The following core principles in relation to the Biometric Recognition System are to be adhered to across all relevant prison sites:

- 1.1 Safety and Security are fundamental considerations for all aspects of prisons operations.
- 1.2 The BRS is to provide support to existing infrastructure and dynamic security practices and procedures and is not intended to be a movement control system.
- 1.3 Any biometric recognition alarm registered while a person attempts to exit a prison is to be immediately responded to. An authorised officer shall forthwith take steps to verify by such means at his/her disposal, that the person is not a prisoner.
- 1.4 There should be an uninterrupted power supply (UPS) and emergency power available to maintain essential BRS services in the event of mains power disruption.
- 1.5 All physical and electronic systems installed as part of the biometric recognition system are to be maintained to design standards.
- 1.6 Biometric facilities shall be operated in compliance with policies [40 to 48](#) inclusive, contained in section 1.10 of the Department of Corrective Services [Computer and Telecommunications Facilities Policy](#).
- 1.7 Visitors subject to the BRS shall be informed of the purpose the BRS (see [Biometric Recognition system – Relevant Information for Visitors](#))

2. General Requirements

- 2.1 Visitor Identification: Persons wishing to visit a prisoner in a prison shall first comply with the requirements of [Adult Custodial Rule 7](#) with regard to the provision of acceptable form(s) of identification, as well as a Statutory Declaration.
- 2.2 Subject to s 2.7, as a **condition of entry** to all maximum security facilities in Western Australia, Social Visitors are required to submit to a biometric scan, both:
 - prior to entry to the prison
 - prior to exiting the prison.

Visitors will be required to record their agreement to comply, in writing.

The [written agreement](#) will be obtained at the same time that the Declaration is obtained and is to be stored together with the Declaration. Refusal to agree to biometric scanning may result in a refusal of entry.

- 2.3 Biometric data (in the form of algorithms) must be stored separately from existing operating software and protected as outlined under [Policy 45](#) and [46](#) (sections 1.10.3 and 1.10.4 of the [Computer and Telecommunications Facilities Policy](#)).
- 2.4 Biometric data (the Algorithm) will be retained by the DCS for the purpose of future identification of the visitor, and only deleted under circumstances described in [Adult Custodial Rule 7](#), section 6.7.

- 2.5 Access to biometric data will not be permitted, except under warrant from the Western Australian Police.
- 2.6 In the event that visitors are unable to be processed by the BRS, existing TOMS operating systems are to be utilized. Such circumstances may include:
- 2.6.1 In the event of technical difficulties
 - 2.6.2 Special circumstances as approved by the Designated Superintendent or Authorised Officer.
- 2.7 Young persons under the age of 18 (ie 17 years and under) will **not** be subject to a biometric scan under the BRS (The provisions of AC Rule 7 continue to apply).

3. Local Management procedures

Each prison Superintendent will develop and implement procedures (Local Orders/Instructions) consistent with the Legislation, this policy, and other policies, to:

- designate staff authorised to operate the BRS equipment and to access the Biometric module in TOMS
- authorise one or more senior staff members to manage the process of verification of a visitor's identification, where an alarm is registered or a visitor refuses a biometric scan
- assign specific responsibilities
- describe the process to be followed by staff in order to initially "enrol" a visitor, and subsequently to "verify" a visitor's ID
- describe the process to be followed by staff upon an alarm being registered or a visitor refuses a biometric scan
- ensure that adequate numbers of staff suitably trained in operating the BRS are available
- describe processes to be undertaken in the event of system failure
- ensure that all visitors have left the prison after each visit session.

Legislation

- [Prisons Act 1981](#) ss110(ra) and (rb)
- [Prisons Regulations 1982](#) r 53B

Policy Review

A review of this policy is to be carried out 2 yearly to assess changes to operational policy and technology.

Applicability

This policy applies to:

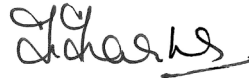
- Hakea Prison
- Casuarina Prison
- Albany Regional Prison
- Bandyup Women's Prison.

Approved

Acting Commissioner:

H. Harker

Signature:



Date:

23 February 2009

Policy Sponsor

Director Security Services

Contact Person

Executive Support Officer Security Services