



<b>OPERATING PROCEDURE</b>	Searching – Area Pre-Unlock and Pre-Activity Checks
<b>OPERATING PROCEDURE NO.</b>	<b>S4.13</b>
<b>SCOPE</b>	<b>Alexander Maconochie Centre</b>

## **PURPOSE**

To provide instructions to staff on the frequency of visual checks of areas before detainees are unlocked and work areas before detainee activities commence, and what to look for.

## **PROCEDURES**

### **1. Visual checks**

- 1.1. Staff must conduct visual searches that are consistent with the identification of anything that may be considered a risk to the security and safety of detainees, staff and the centre as a whole.
- 1.2. Staff must be satisfied, based on conducting visual checks of the respective areas, that it is safe to either unlock accommodation areas or allow detainees to enter any workplace.
- 1.3. Areas for the purposes of this procedure are defined as all areas that are not cells.

### **2. Visual checks – Units and Cottages**

- 2.1. All areas where detainees are likely to be present must be visually checked by a searching officer or work supervisor every day prior to detainees attending.
- 2.2. All external areas around Units and Cottages must be visually checked by searching officers every morning before unlock.
- 2.3. All yards must be visually searched by officers prior to unlock.
- 2.4. All common rooms in Units must be visually searched every morning before unlock.

### **3. Visual Checks – External Areas – Units and Cottages**

- 3.1. Searching officers must check for signs of recent disturbance, or any object that that has been introduced such as:
  - fruit
  - sports balls
  - articles of clothing
  - packages of any kind.
- 3.2. When conducting external checks, officers must also visually check:
  - guttering and visible roof spaces
  - garden beds
  - all external doors
  - windows

- the integrity of caged areas/frames
- perimeter.

3.3. Officers must record all visual area checks in the Unit Logbook.

3.4. The responsible area supervisor must ensure staff have performed the relevant checks prior to unlock.

#### **4. Visual checks - Non-accommodation Buildings**

4.1. Searching officers (including rover officers) must conduct a visual check of areas at least once each day.

4.2. Before detainees access the area and once detainees have left the area, officers must check for signs of interference, damage, or objects that are out of place, as well as to confirm:

- a. all tools are correct
- b. cages and doors are locked
- c. toilet areas are free of contraband
- d. property has not been tampered with
- e. no safety risks are present in the area.

4.3. Officers must record all visual searches of non-accommodation buildings in the relevant area logbook.

#### **5. Reporting**

5.1. On completion of the checks, officers must record all visual cell checks in the Unit Logbook.

5.2. The responsible area supervisor must review the logbook at the end of each day to confirm that the required checks have been documented and reflect this on the Supervisor Compliance Checklist.

5.3. Searching officers must inform the Area Supervisor if they find contraband of any type.

5.4. Officers must follow the Evidence Management Operating Procedure where a Prohibited Thing is identified.

5.5. Where searching staff identify:

- a. a firearm or part of a firearm
- b. ammunition
- c. a projectile

the Area Manager must be contacted via telephone immediately and the area where the object was found must be declared a crime scene and the Crime Scene Management Operating Procedure followed.

5.6. Officers must complete an A2.F1: Incident Report or Security Intelligence Report as appropriate.

**RELATED DOCUMENTS AND FORMS**

- Searching Program
- Evidence Management Operating Procedure
- Crime Scene Management Operating Procedure
- A2.F1: Incident Report
- Security Intelligence Report
- Supervisor Compliance Checklist



Corinne Justason  
 Deputy Commissioner Custodial Operations  
 ACT Corrective Services  
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**Document details**

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