



OPERATING PROCEDURE	Searching - Areas
OPERATING PROCEDURE NO.	S4.11
SCOPE	ACT Correctional Centres

PURPOSE

To provide instructions to staff on conducting area searches.

DEFINITIONS

Areas — Areas for the purposes of searching are defined as all areas that are not cells, including all internal areas of the Court Transport Unit.

PROCEDURES

1. Areas

- 1.1. Any area of a correctional centre may be searched at any time.
- 1.2. Officers must search all areas of a correctional centre accessible to a detainee regularly in accordance with the Searching Program.
- 1.3. Area searches must be conducted:
 - a. in accordance with the Searching Program; or
 - b. as soon as practicable based on current intelligence.
- 1.4. Officers must search common areas at random daily (Searching Program) and as required.
- 1.5. Officers must control entry and exit to the area being searched and ensure no detainees access the area during the search (e.g., ensure detainees are locked in while undertaking a search in an accommodation unit).

2. Area searches – routine

- 2.1. Officers must complete a routine area search in each accommodation unit daily in accordance with this procedure and the Searching – Area Pre-Unlock and Pre-Activity Checks Operating Procedure.
- 2.2. The relevant Area Supervisor must ensure that all accommodation areas have been searched in accordance with the Supervisor Compliance Checklist.

3. Area searches – targeted

- 3.1. The officer in charge of the search must brief relevant officers on the need for a targeted search of an area, including what the officers are searching for.

- 3.2. Where the area to be searched has multiple rooms or is a large expanse, the officer in charge of the search may provide a map of the area to be searched.
- 3.3. The Area Supervisor must supervise search procedures, maintain the quality of searching, and notify the Senior Director Operations of any finds.
- 3.4. Where it is identified that an area may be a crime scene, searching staff must follow the Crime Scene Management Operating Procedure or Evidence Management Operating Procedure as required.
- 3.5. The Area Supervisor must record any damage that may have been caused during the search and ensure that the responsible officers complete an A2.F1 Incident Report Form.

4. Post search

- 4.1. Searches must be recorded on the Supervisor Compliance Checklist, in the relevant Unit Logbook or Area Logbook and Annex A—Search Matrix.
- 4.2. Officers must report any contraband or unauthorised articles discovered during a search by completing a A2.F1: Incident Report Form in accordance with the Incident Reporting, Notifications and Debriefs Procedure and notify the Investigating Officer. A Seizure Receipt must also be completed where the owner of the item is identifiable.
- 4.3. Any suspicious articles, potential interference or cause for concern must be reported by completing a Security Intelligence Report.
- 4.4. The Area Supervisor or above must conduct a debrief and ensure all reporting is completed.
- 4.5. Where an area is declared a Crime Scene, the Area Supervisor or above must ensure the requirements of the Crime Scene Operating Procedure are carried out.

5. Perimeter searches

- 5.1. Regular searches of the perimeter of a correctional centre must be conducted in accordance with the Perimeter Checks Operating Procedure to ensure:
 - a. no prohibited or suspicious items are present;
 - b. security systems have not been tampered with; and
 - c. barriers are free from damage.

RELATED DOCUMENTS AND FORMS

- Annex A— Search Matrix
- Searching Program
- Evidence Management Operating Procedure
- Crime Scene Operating Procedure
- Security Incident Report
- A2.F1: Incident Report Form
- Seizure Receipt

- Perimeter Checks Operating Procedure



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Document details

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