



OPERATING PROCEDURE	Vehicle Searches
OPERATING PROCEDURE NO.	S4.16
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff on searching a vehicle entering the secure perimeter at the Alexander Maconochie Centre (AMC).

PROCEDURES

1. General

- 1.1. The *Searching Program* sets the vehicle access and searching requirements for the secure perimeter of an ACT correctional center.
- 1.2. Corrections Search Dogs may be used to search a vehicle and vehicle occupants entering the secure perimeter of an ACT correctional center.
- 1.3. Senior managers will ensure that contractors are informed in advance of the entry requirements for vehicles inside the secure perimeter of an ACT correctional center.
- 1.4. Cargo and equipment not required for the purpose of a vehicle's entry may not be permitted to enter an ACT correctional center by correctional officers conducting the search.
- 1.5. In the unlikely event that a vehicle is damaged during a search, officers must declare the damage and circumstances in accordance with the *Incident Reporting, Notifications and Debriefs Operating Procedure*.

2. Contractor or industrial vehicles entering the secure perimeter

- 2.1. The vehicle's driver must ensure the engine is turned off once inside the sally port.
- 2.2. All occupants must exit the vehicle and pass through the search and identification process at the Gate, including being signed into the correctional center.
- 2.3. Officers must check the driver licenses or IDs of vehicle occupants. Where required, officers must confirm the required police and security checks, and any induction requirements, have been completed.
- 2.4. Officers must search the cab or passenger compartment first.
- 2.5. All drivers are to open up their rear compartments for inspection.
- 2.6. Officers must:
 - a. carry out a visual inspection of the underside of the vehicle
 - b. carry out a visual inspection of roof of vehicle or ask Master Control Room (MCR) staff to inspect.
- 2.7. Where available, a heart monitor will be used to scan for persons concealed in the vehicle.

- 2.8. Tools are to be accounted for as per the Management of Tools Policy.
- 2.9. Mobile phones or any other prohibited items not required for the purpose of the vehicle's entry must be provided to the searching officers and must be securely stored in the sally port.
- 2.10. Vehicles with external compartments that cannot be locked or carrying unsecured ladders will not be allowed to enter. Drivers will be instructed by searching officers to exit the facility with unsecured items.
- 2.11. Vehicles are not to be allowed to block the sally port and drivers will be asked by searching officers to reverse out if their vehicle is causing obstruction.
- 2.12. A correctional officer must escort the vehicle to the pre-arranged location where required.

3. Contractor or industrial vehicles leaving the secure perimeter

- 3.1. The external Gate must not be opened until approval to proceed is granted by searching officers.
- 3.2. A correctional officer must be present in the sally port while a vehicle is present.
- 3.3. The vehicle's driver must ensure the engine is turned off once inside the sally port.
- 3.4. All occupants must exit the vehicle and exit via the Gate exit search and identification process.
- 3.5. Tools are to be accounted for as per the Management of Tools Policy.
- 3.6. Searching officers must search the cab or passenger compartment first.
- 3.7. Searching officers must:
 - a. carry out an external visual inspection and inspection of the internal engine compartment
 - b. carry out a visual inspection of the underside of the vehicle
 - c. carry out a visual inspection of roof of vehicle or ask MCR staff to inspect through viewing window.
- 3.8. All drivers are to open up their rear compartments for inspection. Where possible searching officers are to enter the rear compartment to satisfy themselves that no detainees are on board.
- 3.9. Searching officers must inspect all other compartments.
- 3.10. Where visual searching is difficult or impeded by objects, where possible the heart monitor is to be used to scan for persons concealed in the vehicle.
- 3.11. Vehicle occupants must be signed out before leaving the correctional center.

4. AMC/Court Transport Unit (CTU) vehicles entering the AMC

- 4.1. The external door must be closed prior to the search.
- 4.2. All staff must exit the vehicle.
- 4.3. Staff are to pass through the metal detector as per the Gate Policy.
- 4.4. Mobile phones or any other prohibited items not required for the purpose of the vehicle's entry must be provided to the searching officers and must be securely stored in the sally port.
- 4.5. Searching officers must:

- a. visually search the cab or passenger area
 - b. visually inspect the exterior of the vehicle
 - c. visually inspect the boot/rear compartment.
- 4.6. Where vehicles are conveying detainees, the gate supervisor or operations CO3 must be notified, and the number of detainees recorded.
- 4.7. Where a vehicle (car) is escorting a detainee under restraints, searching officers must conduct a visual inspection of the cab area using the camera or through the window. At least one (1) staff member must stay in the vehicle whilst a detainee is onboard.

5. AMC/CTU vehicles leaving the AMC

- 5.1. The external Gate must not be opened until approval to proceed is granted by a correctional officer.
- 5.2. All staff must exit the vehicle.
- 5.3. Staff must not to leave the correctional center with issued keys. Gatehouse staff are to ensure all issued keys are returned to the key watcher prior to staff exiting.
- 5.4. Searching officers must:
- a. visually search the cab or passenger area
 - b. visually inspect the exterior of the vehicle
 - c. visually inspect the boot/rear compartment.
- 5.5. Where vehicles are conveying detainees, the gate supervisor or operations CO3 must be notified, and the number of detainees recorded as part of the search record.
- 5.6. Where a vehicle (car) is escorting a detainee under restraints, searching officers must conduct a visual inspection of the cab area using the camera or through the window. At least one (1) staff member must stay in the vehicle whilst a detainee is onboard.

6. Emergency vehicles

- 6.1. A correctional officer must escort an emergency vehicle to the pre-arranged location.
- 6.2. When an ambulance is leaving the center, officers must visually inspect the rear cab space, and record any AMC staff or detainees being transported.

RELATED DOCUMENTS AND FORMS

- Searching Policy
- Searching Program
- Incident Reporting, Notifications and Debriefs Policy
- Gate Policy
- Incident Reporting, Notifications and Debriefs Operating Procedure
- Management of Tools Policy



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Document details

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