Australian Capital Territory

**Corrections Management (Searching - Areas) Operating Procedure 2022**

**Notifiable instrument NI2022-47**

made under the

**Corrections Management Act 2007, s14 (Corrections policies and operating procedures)**

**1 Name of instrument**

This instrument is the *Corrections Management (Searching - Areas) Operating Procedure 2022.*

**2** **Commencement**

This instrument commences on the day after its notification day.

**3 Operating Procedure**

I make this operating procedure to facilitate the effective and efficient management of correctional services.

Ray Johnson APM

Commissioner

ACT Corrective Services

3 February 2022

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| **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. Any area of a correctional centre may be searched at any time.
   2. Officers must search all areas of a correctional centre accessible to a detainee regularly in accordance with the *Searching Program*.
   3. Area searches must be conducted:
2. in accordance with the *Searching Program*; or
3. as soon as practicable based on current intelligence.
   1. Officers must search common areas at random daily (*Searching Program*) and as required.
   2. 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).
4. Area searches – routine
   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. The relevant Area Supervisor must ensure that all accommodation areas have been searched in accordance with the *Supervisor Compliance Checklist*.
5. Area searches – targeted
   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.
   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. The Area Supervisor must supervise search procedures, maintain the quality of searching, and notify the Senior Director Operations of any finds.
   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.
   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*.
6. Post search
   1. Searches must be recorded on the *Supervisor Compliance Checklist*, in the relevant Unit Logbook or Area Logbook and *Annex A—Search Matrix*.
   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.
   3. Any suspicious articles, potential interference or cause for concern must be reported by completing a *Security Intelligence Report*.
   4. The Area Supervisor or above must conduct a debrief and ensure all reporting is completed.
   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.
7. Perimeter searches
   1. Regular searches of the perimeter of a correctional centre must be conducted in accordance with the *Perimeter Checks Operating Procedure* to ensure:
8. no prohibited or suspicious items are present;
9. security systems have not been tampered with; and
10. 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

Corinne Justason

Deputy Commissioner Custodial Operations  
ACT Corrective Services

6 January 2022

**Document details**

| Criteria | Details |
| --- | --- |
| Document title: | *Corrections Management (Searching - Areas) Operating Procedure 2022* |
| Document owner/approver: | Deputy Commissioner Custodial Operations, ACT Corrective Services |
| Date effective: | The day after the notification date |
| Review date: | 3 years after the notification date |
| Responsible Officer: | Senior Director Operations |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

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| **Version Control** | | | |
| **Version no.** | **Date** | **Description** | **Author** |
| V2 | December-21 | Revised and first issued | H Cheney |
| V1 | November-20 | First drafted | T Rust |