**Text

Description automatically generated with low confidenceSEARCH PROCEDURE ANNEX B**

The search can only be undertaken by staff who are the same sex as the visitor or member of staff. For transgender visitors and staff, see also **Annex A**.

This procedure also includes the information that must be provided for staff and visitors whenever a full search is undertaken by prison staff.

Prior to undertaking a full search of staff, the aspect of contamination should be considered and explored particularly when the staff member works with controlled drugs or has been involved in collecting evidence.

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| FULL SEARCH (STAFF AND VISITORS) |

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| --- | --- |
| **SEARCHER ONE** | **SEARCHER TWO** |
| The person in charge of the search. Responsible for controlling the search and will normally observe the subject from the front.  Searcher 1 **must explain** the reason for the search taking into account any equality issues in any of the process steps.  Ensures that the Notice to Search has been approved and given the to the staff member/visitor | Responsible for receiving clothing and other items from the subject and searching them. Searcher 2 must return the clothing and other items back to the subject at the direction of Searcher 1.  Observes the subject throughout the search, normally from back or side. Remains vigilant to potential risks and remains alert throughout the search. |
| **STEP 1 -** Ask the person if they have anything not authorised. Ask to empty pockets and remove any jewellery, including wristwatch, and hand over any bags or other items being carried. | Search the contents of the pockets and the jewellery and place them to one side. Search any bags or other items. |
| **STEP 2 -** Ask to remove any headwear and pass to searcher 2. **Religious headwear** should not be routinely handled by staff and the removal must be undertaken in private and out of sight from others. | Search the headwear.  If you are required to search and handle **religious headwear**, clean nitrile gloves must be used. |
| **STEP 3 -** Search the head either by running your fingers through the hair and around the back of the ears or ask them to shake out their hair and run their fingers through it. |  |
| **STEP 4 -** Look around and inside the ears, nose and mouth. You may ask them to raise the tongue so that you can look under it. |  |
| **STEP 5** – Provide a dressing gown of similar item for decency (pre searched) for use during the search. |  |
| **STEP 6 -** Ask to remove the clothing from the top half of the body and pass it to searcher 2. | Search the clothing. If the person is not wearing a bra, continue the search. Provide a towel or another top to put on if needed. Particular sensitivity should be shown if the person is wearing a mastectomy bra. |
| **STEP 7 -** Ask to hold their arms up and turn around whilst you observe the upper body. Check hands. | Return the clothing |
| **STEP 8 –** Ask them to remove their shoes, socks etc and pass to Officer 2. | Search the shoes, socks, etc and then place them to one side. |
| **STEP 9 –** Ask them to lift each foot so the soles can be checked. |  |
| **STEP 10 –** Ask to remove all clothing and footwear from the lower part of the body and pass to Searcher 2. | Search all clothing and footwear place to one side. |
| **STEP 11 (FEMALES ONLY)-** Externally applied sanitary towels will be removed and placed in an appropriate container and disposed of.  A replacement must be provided. Staff must not remove, or ask the subject to remove, internally fitted tampons | Provide sanitary bin for disposal |
| **STEP 12 –** Once the clothing has been searched ask to raise the dressing-gown to the waist and observe the lower half of the body.  The person must stand with legs apart while the lower half of her body is observed.  **Staff and Visitors must never be asked to squat** |  |
| **STEP 13 -** Look at the area around for anything that may have dropped before or during the search. |  |
| **STEP 14 -** Ask to step to one side to ensure nothing is stood on or anything has been dropped before or during the search | Return the clothing and allow time to put on the clothing. Search the dressing-gown again. |

**ANNEX B (i)**

**FULL SEARCH NOTICE**

**VISITORS**

**Please read this carefully:**

The Governor (insert name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has directed that, for the reasons explained to you, you will be full searched under Prison Rule 71 and YOI Rule 75 and

* in accordance with section 47 of the Firearms Act 1968
* under section 23 of the Misuse of Drugs Act 1971
* under section 32 of the Police and Criminal Evidence Act 1984

(delete as required)

The police have been informed but cannot come to deal with the matter. The search will therefore be carried out by prison staff.

The procedure for a full search is described in the supporting document.

**Please sign below if you agree with the following statement:**

I have read the notice and I understand it and I have had explained to me the reason(s) why I will be searched.

Signature Print Name

Signature of Officers

1)

Print Name

2)

Print Name

**Post search:**

Please sign below if the search was conducted in line with set procedure, as set out in the briefing note you were provided with and as explained to you:

Signature Print Name

**Subject Details for Monitoring Purposes (**to be completed by staff conducting the search)

|  |  |
| --- | --- |
| Gender |  |
| Ethnicity |  |

**Procedure for Full Search**

1. Two officers will be present. No person of the opposite sex will be present.
2. You will not be required to be fully undressed at any stage.
3. You will be asked to empty pockets and remove any jewellery, including wristwatch, and hand over any bags or other items being carried.
4. You will be asked to remove any headgear, if you have religious or cultural headwear, this will be managed sensitively. Please speak with staff if you are concerned.
5. Your hair may be checked, staff will observe your ears and nose and ask to look inside your mouth. Staff may ask you to raise your tongue,
6. You will be asked to remove clothes from the top half of your body (a dressing gown can be provided) and pass them to an officer so that they may be examined. You will be asked to hold your arms up and turn around whilst staff observe the upper body. The clothes will then be returned to you, and you will be given time to put them on if you wish before the next stage of the search. Alternatively, you may remain in the dressing gown.
7. You will be asked to remove shoes and socks and pass to staff, and the soles of your feet may be checked.
8. You will be asked to remove bottom clothing and underwear and pass to staff. Staff will observe the lower half of the body (you may need to raise the dressing gown to your waist). If you are a man, you may be required to position yourself in such a way as to enable staff to observe whether anything is hidden in the genital and anal areas. Your body will not be touched during this process.
9. No searching of intimate areas will take place as part of this search.

**ANNEX B (ii)**

**FULL SEARCH NOTICE**

**STAFF**

**Please read this carefully:**

The Governor (insert name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has directed that, for the reasons explained to you, you will be full searched under Prison Rule 71 and YOI Rule 75 and

* in accordance with section 47 of the Firearms Act 1968
* under section 23 of the Misuse of Drugs Act 1971
* under section 32 of the Police and Criminal Evidence Act 1984

(delete as required)

The police have been informed but cannot come to deal with the matter. The search will therefore be carried out by prison staff. You may request for the search to be undertaken by the police and this must be considered by the IC Governor.

The procedure for a full search is described in the supporting document. You may request the presence of a trade union representative or a friend of the same sex.

**Please sign below if you agree with the following statement:**

I have read the notice and I understand it and I have had explained to me the reason(s) why I will be searched.

Signature Print Name

Signature of Officers

1)

Print Name

2)

Print Name

**Post search:**

Please sign below if the search was conducted in line with set procedure, as set out in the briefing note you were provided with and as explained to you:

Signature Print Name

**Subject Details for Monitoring Purposes (**to be completed by staff conducting the search)

|  |  |
| --- | --- |
| Gender |  |
| Ethnicity |  |

**Procedure for Full Search**

1. Two officers will be present. No person of the opposite sex will be present.
2. You will not be required to be fully undressed at any stage.
3. You will be asked to empty pockets and remove any jewellery, including wristwatch, and hand over any bags or other items being carried.
4. You will be asked to remove any headgear, if you have religious or cultural headwear, this will be managed sensitively. Please speak with staff if you are concerned.
5. Your hair may be checked, staff will observe your ears and nose and ask to look inside your mouth. Staff may ask you to raise your tongue,
6. You will be asked to remove clothes from the top half of your body (a dressing gown can be provided) and pass them to an officer so that they may be examined. You will be asked to hold your arms up and turn around whilst staff observe the upper body. The clothes will then be returned to you, and you will be given time to put them on if you wish before the next stage of the search. Alternatively, you may remain in the dressing gown.
7. You will be asked to remove shoes and socks and pass to staff, and the soles of your feet may be checked.
8. You will be asked to remove bottom clothing and underwear and pass to staff. Staff will observe the lower half of the body (you may need to raise the dressing gown to your waist). If you are a man, you may be required to position yourself in such a way as to enable staff to observe whether anything is hidden in the genital and anal areas. Your body will not be touched during this process.
9. No searching of intimate areas will take place as part of this search.