**Text

Description automatically generated with low confidenceSEARCH PROCEDURE ANNEX D**

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| FULL SEARCH WOMEN’S ESTATE |

Full searching of prisoners in the women’s estate can only be undertaken by female staff. For transgender searching considerations, please see **Annex A.**

Prisoners in the women’s estate must not be full searched as a matter of routine but only on intelligence or reasonable suspicion that an item is being concealed on the person which may be revealed by the search.

All prisoners in the women’s estate undergoing a full search must have Level 1 Search applied. Level 2 of the search is an extension of a full search in the women’s estate and can only be applied if the Level 1 search has been completed. Level 2 search can only be undertaken following Level 1 when

* there is intelligence or reasonable suspicion during Level 1 of the search that the individual has an item concealed within the underwear.
* there is intelligence or reasonable suspicion that the individual has an item concealed which has not been discovered during the Level 1 search.
* Items are found during the Level 1 search and there is intelligence or reasonable suspicion that further items are concealed.

You can progress to a Level 2 search if you have intelligence or reasonable suspicion to believe that something further is concealed which may be revealed by the Level 2 search.

When conducting full searches, staff must not deviate from the standard procedures, as set out in this annex, as the search will otherwise be considered unlawful. Level 2 searches must be documented in an intelligence report, including justification for the search.

The prisoner **must never be fully naked or asked to squat** during the search. Hand-held metal detectors must (where available) be used as part of a full search for prisoners in the women’s estate*.* If a handheld detector is not available, please record why on the intelligence report.

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| **LEVEL 1 SEARCH – WOMEN’S ESTATE** |

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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. | 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.  Scan the body slowly with a handheld metal detector. |
| **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. (See Searching Policy Framework for further information on religious headwear) | 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 -** Ensure a dressing-gown or similar item for decency is available (pre-searched). |  |
| **STEP 6 –** With the exception of underwear, 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, new bra or another top to put on if needed. Particular sensitivity should be shown if the person is wearing a mastectomy bra. |
| **STEP 7 -** Hold their arms up and turn around whilst you observe the upper body. Check hands. Once complete, allow time to put on the dressing gown or similar item so the top half of the body is covered. |  |
| **STEP 8 –** With the exception of underwear, 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 9 -** Once the clothing has been searched ask to raise the dressing-gown to the waist. Observe the lower half of the body. The person must stand with legs apart while the lower half of the body is observed. Once complete, ask to lower the dressing-gown. |  |
| **STEP 10 -** Ask them to lift each foot so the soles can be checked. |  |
| **STEP 11 -** Look at the area around for anything that may have dropped before or during the search. |  |
| **STEP 12 -** Ask to step to one side to ensure nothing is stood on or anything has been dropped before or during the search. | If the search is complete, return the clothing and allow the prisoner time to put on the clothing. If proceeding to a Level 2 search, ask the prisoner to continue wearing the dressing gown. |

If there is any suspicion or information from observations or other sources that the person has concealed any item in the underwear, or any illicit articles have been discovered concealed, during Level 1 of the search, proceed to a Level 2 search. The reasons for this should be documented.

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| **LEVEL 2 SEARCH – WOMEN’S ESTATE** |

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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.  After completing the steps in the Level 1 search, Searcher 1 **must explain** the  reason for the Level 2 search taking into account any equality issues in any of the process steps. | Responsible for receiving underwear 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 –** Ensure that the prisoner is wearing a **dressing gown** (or similar) or has been offered one. Ask to remove the underwear from the top half of the body and pass it to Searcher 2. | Search the underwear and place to one side. |
| **STEP 2 -** Ask to lower the dressing-gown to the waist, hold the arms up and turn around whilst you observe the upper body. Check the hands.  Allow time to raise the dressing-gown before the rest of the search.  NOTE: If necessary, the person can be required to expose part of the body where items are thought to be concealed i.e., under breasts |  |
| **STEP 3 -** Ask to remove all underwear from the lower part of the body and pass to Searcher 2. | Search underwear and place to one side. |
| **STEP 4** - Externally applied sanitary towels must 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 of any sanitary items. |
| **STEP 5 -** Once the clothing has been searched ask to raise the dressing-gown to the waist and observe the lower half of the body. Ask the person to stand with legs apart while the lower half of the body is observed. Once complete, ask to lower the dressing-gown.  If necessary, the person can be required to expose part of the body where items are thought to be concealed, i.e., under the stomach.  **Individuals in the women’s estate must never be asked to squat.** |  |
| **STEP 6 -** Look at the area around for anything that may have dropped before or during the search. |  |
| **STEP 7 –** 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. Search the dressing-gown. |
| **STEP 8 -** Allow the person time to put on the clothing. |  |
| **STEP 9** Sign record to state why Level 2 search was completed – see Annex 4. | Sign record to state why Level 2 search was completed. |