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### SEARCH PROCEDURE ANNEX Q

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| ACCOMMODATION FABRIC (AND DECENCY) CHECK (AFC/AFDC) |

AFC/AFDC’s must be completed at unpredictable times.

AFC/AFDC’s will usually be completed by 1 member of staff. It is important to consult the observation book and speak with other wing staff to consider any information of significant importance prior to carrying out the AFC/AFDC. If the prisoner has demonstrated recent refractory behaviour for example, staffing levels may be increased where required.

Any unauthorised or illicit item found during a fabric check must be recorded on the Incident Reporting System (IRS) and on an Intelligence Report (IR). Evidence must be handled in line with Evidence Policy Framework.

An intelligence report must be submitted when damage to the fabric of the cell is found that could be used to conceal unauthorised or illicit items. Any broken furniture, or parts that could be used a weapon must be removed.

If during the examination, anything is found that the prisoner is not authorised to have in their possession, it must be handled in accordance with Evidence Policy Framework. This includes an intelligence report, consideration of adjudication procedures and advice sought if appropriate.

This policy framework sets out the completion of AFC’s daily for all closed prison establishments. The AFC process is outlined below.

Cell expectations from the clean and decent agenda should also be included when completing checks of cells and the expectation is that these will be completed weekly as a minimum. An AFDC will incorporate:

* General cleanliness of the cell
* Reporting and removal of any graffiti
* Ensuring all fixtures and fittings are in place and in good working order. Broken items should be removed, reported and replaced.

**AFC CLOSED ESTATE**

The following procedure should be used when conducting an Accommodation Fabric Check in a closed establishment:

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| **STEP** | **ACCOMODATION FABRIC & DECENCY CHECK** |
| 1 | Attend cell and ensure that the door key and lock move freely. |
| 2 | Shoot the bolt (where applicable) before entering the cell and prove the lock prior to entry. |
| 3 | Advise the occupant of the reasons for being in the cell. |
| 4 | Test the cell bell, visually inspect night light. |
| 5 | Inspect the glass and cover of the observation panel. |
| 6 | Inspect the metal skin on the door – ensure door & frame are SECURE. |
| 7 | Removal of any items stuck on the door or outside walls (carefully removing articles/posters if necessary) and remove any literature or material that could be deemed offensive, discriminatory or extremist in nature. Clear any build-up of waste and remove any excess razor blades. |
| 8 | Inspect the screws on hinges, locks, bolts and keep – ensure they are SECURE. |
| 9 | Inspect all walls, sounding them by tapping and closely examining then, using a hands-on approach (consider the use of gloves). Look particularly for cracks, blemishes and irregular surfaces. Remove anything stuck on the wall to check behind it. |
| 10 | Inspect the ceiling, light fittings and conduits, including ceiling trap doors if fitted. |
| 11 | Inspect the floor. |
| 12 | Inspect around any fittings fixed to the walls or floor; flush the toilet and check the taps. |
| 13 | Move any fittings/furniture that obstruct access to any of the surfaces/walls to be checked. |
| 14 | Check any electrical sockets for loose wires or tampering. |
| 15 | Check window frames, bar surrounds, window grills and that the windowpanes are in place and let in natural light. |
| 16 | Regularly check the condition of the smoke detector.  Fire Safety Information Note (FSIN) 10(A) is attached below to provide prison officers with guidance for the checking of fire detection devices for cells/ bedrooms. |
| 17 | Record completion of check in the appropriate record and report any defects or issues. |
| 18 | Advise the prisoner of any items in the cell that need to be removed (i.e., posters) and the reason why. |
| 19 | Submit an intelligence report if required |
| 20 | When including a Decency Check, the following inventory should also be checked to confirm the items are present and in good working order. Faults, damaged and broken items must be removed, reported and replaced. Graffiti should be reported and removed. |

**AFC OPEN ESTATE**

The following procedure should be used when conducting an Accommodation Fabric Check in the open estate. Establishments will conduct their own risk assessment and the frequency of these checks will be documented in the LSS:

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| **STEP** | **ACCOMODATION FABRIC & DECENCY CHECK** |
| 1 | Attend room and ensure that any door key and lock move freely. |
| 3 | Advise the occupant of the reasons for being in the room. |
| 4 | Test the cell bell, visually inspect night lights where present |
| 5 | Inspect the glass and cover of the observation panel if present |
| 6 | Inspect the door & frame to check it is not damaged. |
| 7 | Removal of any items stuck on the door or outside walls (carefully removing articles/posters if necessary) and remove any literature or material that could be deemed offensive, discriminatory or extremist in nature. Clear any build-up of waste and remove any excess razor blades. |
| 11 | Check the floor for any damage or tempering. |
| 12 | Inspect around any fittings fixed to the walls or floor; flush the toilet and check the taps. |
| 14 | Check any electrical sockets for loose wires or tampering. |
| 15 | Check window frames and windowpanes are in place and let in natural light. |
| 16 | Regularly check the condition of the smoke detector. |
| 17 | Record completion of check in the appropriate record and report any defects or issues. |
| 18 | Advise the prisoner of any items in the cell that need to be removed (i.e., posters) and the reason why. |
| 19 | Submit an intelligence report if required |
| 20 | When including a Decency Check, the following inventory should also be checked to confirm the items are present and in good working order. Faults, damaged and broken items must be removed, reported and replaced. Graffiti should be reported and removed. |