**Text

Description automatically generated with low confidenceSEARCH PROCEDURE ANNEX N**

|  |
| --- |
| AREA SEARCH |

|  |  |
| --- | --- |
| **STEP** | AREA SEARCH |
| 1 | Ensure that the area to be searched is free of prisoners. Remove them to a different area or back to the wings following any person search as directed by security |
| 2 | If the area to be searched is large it may be beneficial to split it into sections for staff |
| 3 | Search the area methodically, you may wish to allocate a sterile area if there are several items within the building that require searching. A sterile area is searched first, access is then controlled to enable searching and inspection of other items. |
| 4 | Search the area including all its contents systematically and thoroughly. Include all known voids, ventilators, ceilings, floors, walls, doors, windows (inside, and where possible, outside) grilles, pipes and fixed furniture and fittings. Kitchen and rest areas will also need to be searched |
| 5 | Check the area for any signs of damage or other interference  Remove any obstructions, climbing aids or potential escape materials. |
| 6 | If a security breach is discovered at any point during the check, remain with it and summon assistance without drawing the attention of prisoners to the breach. |
| 7 | If an item is discovered and it is safe to do so, secure it as per Evidence Policy Framework. Ensure you are wearing gloves and check the area around for any other items.   * Inform Orderly Officer * Complete an intelligence report (IR) * Place prisoner on report (where applicable) |
| 8 | If you think items need to be searched further, take them to a separate area to search them thoroughly. Technical aids can be used to assist |
| 9 | On completion of the check, complete the necessary records (sign for the check) and report any minor defects for repair and any potential security breaches to the security department immediately.  If required submit an intelligence report (IR) and inform Orderly Officer |