**Text

Description automatically generated with low confidenceSEARCH PROCEDURE ANNEX S**

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| CELL CLEARANCE |

Cell Clearances must be conducted correctly. A minimum of two staff must conduct a cell clearance.

Cell clearances will include a check of property records (a copy of the property card must be obtained from reception.) Consideration must also be given to taking photographs of the cell and the property included as part of this process.

Any unauthorised item found during a cell search must be handled in accordance with Evidence Policy Framework, and an Intelligence Report (IR) submitted. All forms will be completed and submitted as necessary.

The Cell clearance procedure listed below must be followed:

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| **STEP** | CELL CLEARANCE |
| 1 | Staff detailed to carry out the cell clearance must obtain a copy of the ‘in possession’ property cards from reception. |
| 2 | The condition of the cell must be recorded on the cell clearance certificate |
| 3 | Officers must list on the revised cell clearance certificate all personal property. Prison issue property, including library books, must not be included. Perishable and non-perishable foodstuffs must be boxed separately to each other, and to other property. Legal paperwork should be placed in a separate bag and must not be read or searched. Any items found and not listed on the prisoner’s property card must be listed on the cell clearance inventory. These items must be sealed and labelled in a separate box and delivered to Reception. Reception must endeavour to find the legitimate owner of the property. Electrical items must be tested, and the condition recorded on the cell clearance certificate. |
| 4 | A separate certificate must be completed for each clearance; additional forms should be used where the existing form has been filled. A copy must be sealed inside each property box / bag. Copies must be made for the wing and the prisoner, and the original must be sent with the property to Reception. |
| 5 | Property must be removed carefully to Reception immediately after the cell clearance, and any accidental damage must be recorded on the cell clearance certificate; |
| 6 | If you find an unauthorised article during the clearance and the prisoner is likely to be charged under Prison Rules or by the police (e.g., weapons, drugs and mobiles), you must follow the procedures concerning the preservation of evidence |
| 7 | If you think movable items need to be searched outside the cell area, you may take them to a separate area to search them thoroughly. Such a search may be time consuming if it involves dismantling equipment such as radios, but technical equipment i.e., hand-held metal detectors can be used to assist. |
| 8 | Staff must always consider the potential use innocent items may have in the assembly or construction of firearms, weapons and escape equipment etc. |

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| **HMPPS CELL CLEARANCE CERTIFICATE** | | | | | | | |
| Prisoner name |  | | Number |  | Cell: | |  |
| Time and date prisoner relocated | |  | | Relocated to: | |  | |

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| Staff detailed | Date of clearance | Time of clearance | | | |
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| Accommodation | Tick | Other cell occupant |  |
| Single |  | Name |  |
| Double |  | Number |  |

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| Property card drawn? | | Y/N | If no, why not? | |  | |
| Property removed not on property card | | | | | | Seal number(s) |
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| Signed |  | | | Property handed to | |  |
| Signed |  | | | Signed | |  |

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| Personal items removed | | | Seal number(s) |
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| Signed |  | Property handed to |  |
| Signed |  | Signed |  |