**Text

Description automatically generated with low confidence**

**SEARCH PROCEDURE ANNEX G**

|  |
| --- |
| FULL SEARCH MEN’S ESTATE |

When conducting full searches, staff must not deviate from the standard procedures, as set out below, as the search will otherwise be considered unlawful.

Full searches must only be carried out by two officers of the same sex as the person being searched and away from the view of any other person. See **Annex A** for transgender considerations.

At no time must the prisoner be completely naked during a full search.

Prisoners in the men’s estate can be asked to squat. Records must be kept of when prisoners are asked to squat and include the reasons why. See **Annex C.**

|  |  |
| --- | --- |
| **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. |
| **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 -** Ask to remove the clothing from the top half of the body and pass it to searcher 2. It is best practice for gowns (or similar) to be made available. | Search the clothing. |
| **STEP 6 -** Ask to hold their arms up and turn around whilst you observe the upper body. Check hands. | Return the clothing |
| **STEP 7 -** Allow time to put on clothing. |  |
| **STEP 8 -** Ask to remove shoes and socks and pass to searcher 2. | Search the shoes and socks and then place them to one side. |
| **STEP 9 -** Ask to lift each foot so the soles can be checked |  |
| **STEP 10 -** Ask to remove bottom clothing and underwear and pass to searcher 2. | Search bottom clothing and underwear and place to one side. |
| **STEP 11 -** Once the clothing has been searched ask to raise the upper body clothing to the waist area. Observe the lower half of the body. The person must stand with legs apart while the lower half of the body is observed. |  |
| **STEP 12 -** Look at the area around for anything that may have dropped before or during the search. |  |
| **STEP 13 -** 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, unless search is to continue. |
| **STEP 14 -** Most searches will end here. However, if a closer inspection of the genital area is justified i.e., there is still suspicion that something is concealed, advise them of this and ask them to lift the genitals and/or pull back the foreskin where required. **Only** adults may be asked to perform this.  See **Annex C** for squat procedures. | Consider possible use of mirrors to view these areas better.  Force must not be used for these searches |
| **STEP 15 -** Look again at the area around for anything that may have dropped before or during this additional procedure. |  |
| **STEP 16 -** Ask to step to one side to ensure nothing is being stood on or anything dropped before or during this additional procedure*.* |  |
| **STEP 17 -** Allow time to put on clothing. | Return the clothing. |