

K-9 Searching Procedure

Essential Summary:

Audience

Youth Officer

K-9 Officer

Unit Supervisor - as the person in charge of the unit at the time (Unit Manager, Assistant Unit Manager or Shift Supervisor)

Duty Manager

Assistant Manager Generalist (AMG)

Assistant Manager Client Services (AMCS)

Centre Manager

Coordinator Security and Intelligence Unit

When to use this procedure:

Use this procedure when detection dogs are used to conduct searches within a Juvenile Justice Centre



 DOCUMENT DETAILS

 Version:
 0.1

 Policy Reference:
 K-9 Searching

 Maintained by:
 Operations Unit

 Status:
 Approved

 Document Reference:
 Ensure that this document is the latest version to use

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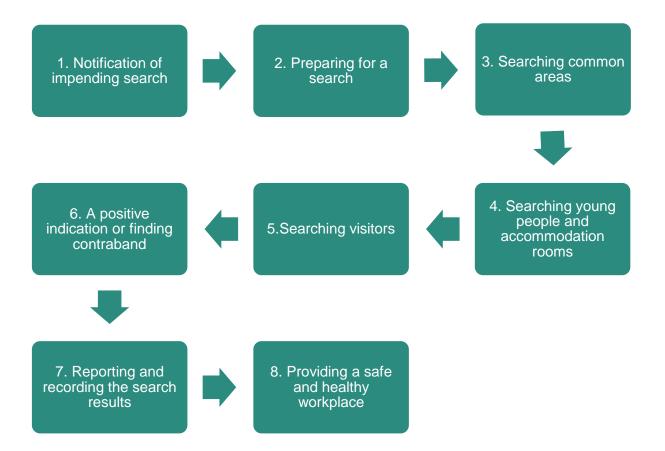
1 Purpose

The purpose of this procedure is to:

- provide employees with instructions for conducting and assisting with K-9 searches within a Juvenile Justice Centre: conducted for the purpose of detection, retrieval, reporting and disposal of dangerous, harmful or contraband items
- set out how officers of the Department are to carry out their work in order to assist the Secretary to discharge his or her functions under the Children (Detention Centres) Act 1987 (NSW)

2 Process Map

K-9 Searching Procedure



3 Procedural Steps

Step 1 – Notification of impending search Responsibility: Co-ordinator Security & Intelligence Unit Tasks Inform the Centre Manager of the intention, date and time, to conduct a search within the centre using detection dog. Discuss any possible impediments or issues in completing the search. Responsibility: Centre Manager Tasks Direct the Duty Manager on the day of the search to manage K-9 searches in accordance with this procedure and local centre routines.

Step 2 – Preparing for a search

Responsibility: K-9 Officer

Tasks
Upon arrival at the centre discuss and review the search plan with the Duty Manager
Responsibility: Duty Manager
Tasks
Responsibility: Unit Supervisor (Search Co-ordinator)
Tasks
Responsibility: Youth Officer (Searching Officer)

Step 3 – Searching Common Areas

Responsibility: K-9 Officers

Tasks

Prior to commencing the search, confirm with unit employees there are no young people present in the common area to be searched.

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Step 4 –Searching Young People and Accommodation Rooms
Responsibility: Youth Officer (Searching Officer)
Tasks

Responsibility: K-9 Officer	
Tasks	
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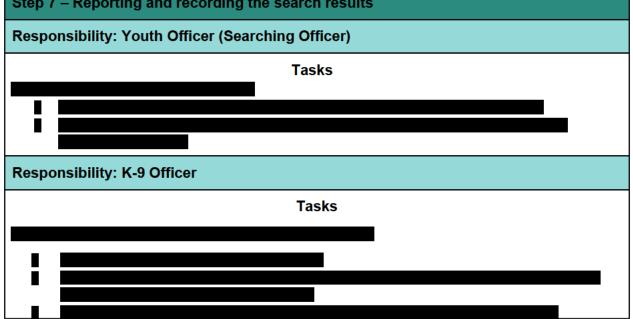
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Step 5 – Searching Visitors
Responsibility: Youth Officer (Searching Officer)
Tasks
Responsibility: K-9 Officer
Tasks
Conduct the searches in a professional manner, taking into consideration the age and understanding of the people being searched.

Step 6 – A positive indication or finding contraband
Responsibility: Youth Officer (Searching Officer)

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Tasks

Responsibilit	ty: K-9 Officer
	Tasks
Responsibilit	ty: Duty Manager
	Tasks
Responsibilit	ty: Centre Manager (as the person for the time being in charge of the centre)
	Tasks
When contrab contact visit of	and is located on a visitor, determine if the visit should be permitted as a non- r cancelled.



Responsibility: Unit Supervisor (Search Coordinator)
Tasks
Responsibility: Assistant Manager (Client Services)
Tasks
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Posponsibility: Assistant Managor (Gonoralist)
Responsibility: Assistant Manager (Generalist)
Tasks

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Step 8 – Providing a safe and healthy workplace

Responsibility: Centre Manager

Tasks

Maintain a safe and healthy workplace for everyone by fulfilling obligations under the *Work Health and Safety Act 2011.*

Maintain regular checks of all searches a conducted and documented in line with JJNSW policy, procedures and centre routines.

4 Approvals Table:

Search requiring approval	Approval level
K-9 Unit Searches	Centre Manager

5 Legislation:

Children (Detention Centres) Act 1987 Children (Detention Centres) Regulation 2015 Work Health and Safety Act 2011

6 Supporting documents:

Related Policies:

Searching Young People Policy

Related procedures:

- Searching Young People Procedure
- Contraband Procedure
- Exhibits Procedure

7 **Document Information**

Title:	K-9 Searching Procedure
Business Centre:	Central Office
Author:	Project Officer (Custody)
Approver:	Director, Operations Unit
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Next Review Date:	
File Reference:	
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8 **Document History**

Version	Date	Reason for Amendment
0.1	01/06/2014	Updated references to Contraband, Drug detection dogs are now called Detection Dogs - Dogs used in Juvenile Justice are trained to detect drugs and tobacco
0.2	01/08/2018	Transferred into new procedural format with no role or responsibility changes. Supersedes K-9 Searching Procedure