

# 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
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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**

[Redacted text block]

**Responsibility: Unit Supervisor (Search Co-ordinator)**

**Tasks**

[Redacted text block]

**Responsibility: Youth Officer (Searching Officer)**

[Redacted text block]



**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.



**Step 4 – Searching Young People and Accommodation Rooms**

**Responsibility: Youth Officer (Searching Officer)**

**Tasks**

[Redacted content]

**Responsibility: K-9 Officer**

**Tasks**

[Redacted task list]



**Step 5 – Searching Visitors**

**Responsibility: Youth Officer (Searching Officer)**

**Tasks**

[Redacted task list]

**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)**

**Tasks**

[Redacted task list]

[Redacted]

**Responsibility: K-9 Officer**

**Tasks**

[Redacted]

- [Redacted]

**Responsibility: Duty Manager**

**Tasks**

[Redacted]

**Responsibility: Centre Manager (as the person for the time being in charge of the centre)**

**Tasks**

When contraband is located on a visitor, determine if the visit should be permitted as a non-contact visit or cancelled.

[Redacted]

**Step 7 – Reporting and recording the search results**

**Responsibility: Youth Officer (Searching Officer)**

**Tasks**

[Redacted]

- [Redacted]
- [Redacted]

**Responsibility: K-9 Officer**

**Tasks**

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]



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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.

[Redacted]

[Redacted]

[Redacted]

## 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

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<b>Title:</b>	K-9 Searching Procedure
<b>Business Centre:</b>	Central Office
<b>Author:</b>	Project Officer (Custody)
<b>Approver:</b>	Director, Operations Unit
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## 8 Document History

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

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