

Searching Accommodation Rooms, Units and other Areas

Essential Summary:

Audience

Youth Officer
Unit Supervisor (Unit Manager, Shift Supervisor)
Unit Manager
Duty Manager
Maintenance Officer
Assistant Manager
Centre Manager

When to use this procedure:

Use this procedure when:


- searching a young person's room, centre units or other areas of a centre assessable to young people
- conducting weekly maintenance fixture audits of all secure areas where young people have access

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DOCUMENT DETAILS

Version:	0.3
Policy Reference:	
Maintained by:	Operations Unit
Status:	Approved
Document Reference:	


1 Purpose

The purpose of this procedure is to provide employees with instructions for conducting safe room and area searches and room fixture/fittings audits within a Youth Justice Centre. These searches and audits are conducted for the purpose of detection, retrieval, reporting and disposal of dangerous, harmful or contraband items.

2 Process Map



3 Procedural Steps

Step 1 – Preparing to conduct a search
Responsibility: Youth Officers
<p style="text-align: center;">Tasks</p> <p>Prior to conducting a search, you must have a clear understanding of what is defined as contraband and what items are approved by the Centre Manager for a young person to have in their rooms.</p> <p>Approval by the appropriate manager must be gained for the type of search being conducted prior to starting the search (<i>See Approvals Table Section 4</i>)</p> <p>[Redacted]</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted]
Responsibility: Unit Manager
<p style="text-align: center;">Tasks</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted] <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

Step 2 – Conducting a search
Responsibility: Youth Officer
<p style="text-align: center;">Tasks</p>

When searching accommodation rooms

Tell the young person that you are about to conduct a search and explain the process to them.

Provide the young person with an opportunity to voluntarily surrender or declare any items of contraband. Clearly explain that before they do, they may be subject to further consequences as a result of possession of these items.

Inform the young person if they surrender any items of contraband prior to the search their cooperation will be considered if a further consequence is required.

[Redacted text]

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Step 3 – Reporting and recording the search results

Responsibility: Youth Officer

Tasks

[Redacted]

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

[Redacted]

Responsibility: Unit Supervisor

Tasks

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Responsibility: Duty Manager

Tasks

[Redacted]

[Redacted]

[Redacted]

[Redacted]



Step 4 – providing a safe and healthy workplace

Responsibility: Maintenance Officer (or allocated employee)

Tasks

Conduct a weekly maintenance fixture/fitting audit by:

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

[Redacted]

[Redacted]

Responsibility: Assistant Manager

Tasks

Check the following:

<ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED]
Responsibility: Centre Manager
<p style="text-align: center;">Tasks</p> <p>Centre managers have an obligation under the <i>Work Health and Safety Act 2011</i> to make sure that the centre is a safe and healthy workplace for everyone.</p> <p>Provide appropriate resources to allow searches and weekly maintenance fixture/fittings audits to be conducted in a safe and secure manner and ensure that employees receive refresher training on a regular basis.</p> <p>Check all searches and weekly maintenance fixture/fittings audits are conducted and documented in line with agency procedures, centre routines and/or SOPs.</p> <p>Assess the quantity and type of contraband found to identify areas of concern.</p> <p>Address maintenance fixture/fitting audit issues immediately when they are identified.</p> <p>Where the issue is an immediate safety/ security concern, place the room/area out of service until repairs/issues have been addressed</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

4 Approvals Table (if required)

Search requiring approval	Approval Level
Young person's room (routine search)	Unit Manager or higher position
Centre units and other areas (routine search)	Unit Manager or higher position
Non – routine searches	Duty Manager or higher position
K9 Unit searches	Centre Manager

Key Words: searching, rooms, units, audits, contraband, fixtures, damage, missing items

8 Document History

Version	Date	Reason for Amendment
0.1	11/12/2017	<i>Transferred into new procedural format with no role or responsibility changes</i>
0.2	13 April 2022	<i>Updated to include processes for conducting weekly maintenance fixture/fitting audits</i>