

Tasmania Prison Service

Director's Standing Order

DSO – 1.10 Searching

Table of Contents

1. Statement of Purpose	3
2. Desired Outcome	3
3. Scope	4
4. References (including Legislation, Policy, Forms and Other Documents)	4
5. Definitions and Abbreviations	4
6. Mandatory Policy	6
7. Responsibilities	6
8. Categories of Search and Authorisation Requirements	7
8.1. Prisoner Searches	7
8.1.7. Watch-house Detainee Searches	7
8.2. Searching of Babies and Personal Items	7
8.3. Visitor Searches.....	7
8.3.7. Personal Search of Juveniles / Children	8
8.3.8. Visitors and Unauthorised Items and things located during searches	8
8.4. Searching Transgender, Transsexual and Intersex people.....	9
8.5. Searching people with a disability/injury	9
8.6. Searching people wearing headdresses (e.g. Hijab/Turban/Scarf).....	10
8.7. Staff Searches	10
8.8. Area/Facility Searches.....	11
8.8.3. Searching of Cells/Rooms.....	11
8.8.4. Searching of Indoor Common Areas/Shared Spaces	11
8.8.5. Searching of Outdoor Areas (including Perimeter Checks and Structural Integrity Checks)	12
8.9. Vehicle Searches.....	12
8.9.1. Searching of Vehicles entering prison facilities (via a sally port)	12
8.9.2. Searching of vehicles entering prison property.....	12
8.10. Searches Involving Police.....	13
9. Search Procedures	13
9.1. Procedure for Pat-down Searches	13
9.2. Procedure for Personal Searches	13
9.3. Procedure for Searching Cells.....	13
9.4. Procedure for Searching Indoor and Outdoor Common Areas	13
9.5. Procedure for Conducting Perimeter Checks.....	13

9.6. Procedure for Searching Vehicles	13
9.7. Procedure for Searching Babies	13
9.8. Procedure for Searching Persons with a Disability / Injury	13
9.9. Procedure for Searching Persons with a Headdress	13
9.10. Procedures for Non-Intrusive Search Tools	13
9.10.7. Walk-through Metal Detectors/Roto-turn	14
9.10.8. Hand-held Metal Detectors	14
9.10.9. X-ray machines	14
9.10.10. Itemisers	15
9.10.11. Drug Detection Dogs	15
10. Detection of Contraband and Unauthorised Items	15
10.1. Unauthorised Articles and things - Contraband	15
11. Record Keeping	15
12. Document History and Access	16

Appendices

Appendix A – Procedure for Pat-down Searches	18
Appendix B – Procedure for Personal Searches	19
Appendix C – Procedure for Searching Cells	22
Appendix D – Procedure for Searching Indoor and Outdoor Common Areas	26
Appendix E – Procedure for Conducting Perimeter Checks	27
Appendix F – Procedure for Searching Vehicles	28
Appendix G – Procedure for Searching Babies	31
Appendix H – Procedure for Searching Persons with a Disability / Injury	33
Appendix I – Procedure for Searching Persons with a Headdress	35

1. Statement of Purpose

To provide procedures for the categories of searches which may be conducted on prisoners, visitors, staff, property and prison facilities in order to maintain the safety and security of prison facilities.

Under section 22 of the Corrections Act 1997, the Director (or delegate) may, for the security or good order of the prison or the prisoners or detainees, at any time, order a correctional officer or State Service corrections employee to:

- (a) search or examine, or search and examine any part of the prison; or
- (b) search or examine, or search and examine, any vehicle, equipment, container or other thing in the prison; or
- (c) conduct any search or examination, or search and examination, under this subsection at random.

Under section 22 (1A) of the Corrections Act 1997, the Director may, for the security and good order of the prison or the prisoners or detainees, at any time order a correctional officer to –

- (d) Search or examine, or search and examine, a prisoner or detainee, a visitor to the prison, a correctional officer or any person appointed or employed for the purposes of this Act or any other person in the prison; or
- (e) Instead of or as well as a formal search required under section 20, require a person wishing to enter the prison to submit to a search or examination, or search and examination, of the person and of anything in the person's possession or under the person's control; or
- (f) Conduct any search or examination, under this subsection at random.

Under section 22 (2) of the Corrections Act 1997, if a person other than a prisoner or detainee, correctional officer or State Service corrections employee refuses to submit to a search or examination, or search and examination, under this section while inside the prison, the Director (or delegate) may order the person to leave the prison immediately.

In carrying out a search or examination, or search and examination, pursuant to an order of the Director given under this section, a correctional officer or State Service Corrections employee may employ –

- (a) Such assistance as he or she believes on reasonable grounds to be necessary for the purpose' and
- (b) Such means as he or she believes on reasonable grounds to be necessary for the purpose including, but not limited to, scanning devices and detection devices.

- 1.1. Searches are conducted on prisoners, visitors and staff to ensure the safety and security of every person within a prison facility. Searches are not conducted to agitate, punish or cause indignity to any person.
- 1.2. Every effort must be made to ensure the dignity and privacy of the person being searched is respected.
- 1.3. The TPS use a variety of non-intrusive searching tools in order to conduct searches in the least intrusive manner possible.
- 1.4. The Risdon Prison Complex Inquiry of 2011 recommended the introduction of a structured system of regular, routine, programmed, random and unannounced searching of buildings, fixtures, vehicles, visitors and staff, at a frequency in accordance with the assessed level of risk and issues identified.
- 1.5. Any person or property (including vehicles) entering a TPS prison facility may be required to undergo a category or categories of search as set out in this Standing Order.
- 1.6. This Standing Order acknowledges and identifies the categories of searches which require different considerations and authorisations in order to ensure that the negative impact that a search may have on a person is minimised.

2. Desired Outcome

Effective searches and screening will significantly assist the TPS to detect and prevent the passage of contraband and unauthorised items into prisons, assisting in the prevention of escapes, disturbances and other hazards.

3. Scope

This Standing Order applies to all persons in custody and persons, items and vehicles on prison property, except for young people (Watch-House detainees, remandees or sentenced prisoners under the age of 18).

Young people in custody must be searched in accordance with the [Management of Young People in Custody DSO 2.25](#).

4. References (including Legislation, Policy, Forms and Other Documents)

[Corrections Act \(1997\)](#) sections 5 6(3), 20, 22-24 and 28

[Criminal Law \(Detention and Interrogation\) Act \(1995\), sections 16 and 17](#)

[Youth Justice Act \(1997\) Part 6 – Division 3 and section 131.](#)

[Director's Standing Order 1.02 \(Use of Force\)](#)

[Director's Standing Order 1.05 \(Incident Reporting\)](#)

[Director's Standing Order 1.07 \(Preserving Crime Scenes and Evidence\)](#)

[Director's Standing Order 1.08 \(Contraband\)](#)

[Director's Standing Order 1.25 \(Communicable Diseases\)](#)

[Director's Standing Order 1.27 \(Tool Control\)](#)

[Director's Standing Order 1.31 \(Drug Detector Dogs\)](#)

[Director's Standing Order 1.35 \(Watch-House Detainees\)](#)

[Director's Standing Order 1.38 Medical Appointments and Hospital Admissions](#)

[Director's Standing Order 2.01 \(Suicide and Self-harm Prevention\)](#)

[Director's Standing Order 2.13 Prisoner's with Disabilities](#)

[Director's Standing Order 2.15 Transgender Prisoners](#)

[Memorandum of Understanding between Tasmania Prison Service and Tasmania Police](#)

[Working Protocols for the Interaction between the Tasmania Police Service and TPS](#)

[Personal Search Register \[Form 5U\]](#)

[Consent to search visitor \(18 years and over\) \[Form 5AI\]](#)

[Consent to search visitor \(under 18 years\) \[Form 5AJ\]](#)

[Area Search Register \[Form 5B\]](#)

[Cell Search Register \[Form 5D\]](#)

[Incident Report \[Form 5L\]](#)

[Vehicle Log and Search Register \[Form 5AA\]](#)

[Consent to Search Employee \[Form 5AU\]](#)

[Searching Officer's Personal Search Instruction \(18 years and over\) \[Form 8E\]](#)

[Searching Officer's Personal Search Instruction \(under 18 years\) \[Form 8F\]](#)

5. Definitions and Abbreviations

Appropriate support person – a person other than a prisoner who is over the age of 18 and does not present a risk to the safety and security of the prison.

Body Cavity Search – means a search conducted **only** by a medical practitioner of a person's body cavity, including an examination of a cavity (anus or vagina). This search is conducted if a person is

suspected of ingesting or inserting something into their body which may jeopardise their health or wellbeing or may impose a risk to security.

Pat-down Search – involves a Correctional Officer searching a person by touching that person through their clothing by a series of hand pats. This method of searching may require the removal of external bulky clothing such as coats and jumpers.

Contraband – Contraband is the common term for ‘unauthorised articles and things’, as referred to in the *Corrections Act (1997)*. Contraband includes:

- any article, substance or thing that the Director of Prisons has not authorised to be brought into a prison;
- any article, substance or thing a prisoner is not authorised to possess; and
- any authorised item in a prisoner’s possession that is in excess of the prisoners’ personal contract entitlement.

CPHS – Correctional Primary Health Services.

Director of Prisons – means Director of Prisons on On-call Director.

DHHS – Department of Health and Human Services.

Formal search – In accordance with the *Corrections Act 1997* section 20 is, a search to detect the presence of drugs, weapons or metal articles. A person who wishes to enter or remain in a prison as a visitor must, if asked by a correctional officer, submit to a formal search. If, when asked, a person does not submit to a formal search, a correctional officer may prohibit the person from entering the prison or, if the person is in the prison, order the person to leave the prison immediately.

In carrying out a formal search a correctional officer may employ (a) such assistance as he or she believes on reasonable grounds to be necessary for the purposes and (b) such means as he or she believes on reasonable grounds to be necessary for the purpose including, but not limited to, scanning devices and detection devices.

HRP – means Hobart Reception Prison.

LRP – means Launceston Reception Prison.

MHWP – means Mary Hutchinson Women’s Prison.

Non-intrusive search – A method of searching that is non-intrusive in nature, including a search of the clothed body by technical means or a manual or technical search of personal possessions (including items of clothing that a person may be carrying or has been requested to remove, such as a coat, jacket or hat).

Non-intrusive searching tools – walk-through and hand-held metal detectors, itemising equipment, drug detection dogs and x-ray machines.

Prisoner – includes for the purpose of this Standing Order, ‘prisoners’ and ‘detainees’ as defined in the *Corrections Act 1997* and, ‘persons in custody’ as defined in the *Criminal Law (Detention and Interrogation) Act 1995*; otherwise known as ‘watch-house detainees’.

Person in custody – means a person detained in custody by a Police Officer pending an interview, bail decision or court appearance, or a person held in a place of safety under the authority of section 4A of the *Police Offences Act 1935*.

RBMSPP – means Ron Barwick Minimum Security Prison.

RPC – means Risdon Prison Complex.

SASH – means Suicide and Self-harm.

Search – means:

- a formal search carried out by a correctional officer under section 20 of the *Corrections Act 1997*;
- a search or examination, or search and examination, carried out by a correctional officer or State Service corrections employee in accordance with section 22 of the *Corrections Act 1997*.

Full Personal Search (half/half technique) – a visual search of a person which involves the removal of all items of clothing and the bending at the waist and parting of the buttocks cheeks.

Modified Personal Search – A Full Personal Search, without the bending at the waist and parting of the buttocks cheeks.

Personal search (non-compliant) – A prisoner who refuses to obey a lawful direction given by a correctional officer to be searched, or who is non-compliant during a personal search may be subjected to a personal search using force in accordance with Director's Standing Order 1.02 Use of Force.

Targeted Search – means a "Full Search" search authorised by a Supervisor based on viable intelligence that a prisoner may commit or attempt to commit a prison offence or criminal offence.

TPS – Tasmania Prison Service.

Unauthorised article or thing / contraband – means an article or thing the Director of Corrective Services (or delegate) has not authorised to be brought into a prison. Unauthorised articles and things may include items prisoners are not authorised to possess and are sometimes referred to as 'contraband' or 'unauthorised items'.

Watch-house Detainee is a person in custody – For the purposes of this Standing Order, a person detained in custody by a Police Officer pending an interview, bail decision or court appearance, or a person held in a place of safety under the authority of section 4A of the *Police Offences Act 1935*.

Juvenile/Child/Young person – refers to a person under the age of 18 years.

6. Mandatory Policy

- 6.1. All provisions and annexures in this DSO are mandatory.
- 6.2. Staff must maintain confidentiality when conducting or observing searches of persons and respect the person and their property.
- 6.3. Correctional officers must inform a person who is being searched of what type of search they are undergoing and ensure that they understand the nature, process and reasons for the search.
- 6.4. All TPS staff conducting searches must have successfully completed relevant TPS training relating to searches.
- 6.5. Staff must always use the least intrusive search method possible, unless circumstances or reasonable evidence exists which warrants the conducting of a more intrusive method of search.
- 6.6. Proper authorisation must be obtained prior to conducting a search.
- 6.7. Every prison facility must maintain appropriate records in relation to searches.

7. Responsibilities

7.1. Correctional Officers

- 7.1.1. Correctional Officers must conduct searches accordingly and appropriately in order to ensure the dignity and privacy of the person being searched is respected.
- 7.1.2. Correctional Officers must use appropriate personal protective equipment and apply standard precautions.
- 7.1.3. Correctional Officers are responsible for maintaining appropriate records in relation to searches.
- 7.1.4. Correctional Officers are responsible for completing appropriate documentation in relation to any accident/incident in accordance with Department of Justice workplace health and safety practices and DSO 1.05 – Incident Reporting.

7.2. Staff Engagement and Recruitment

- 7.2.1. Are responsible for delivering searching training to any staff designated to undertake searching.

7.3. Superintendents / Correctional Supervisors

- 7.3.1. Are responsible for ensuring search registers for their areas / facilities are completed and checked on a monthly basis.

8. Categories of Search and Authorisation Requirements

8.1. Prisoner Searches

- 8.1.1. Correctional officers may carry out searches on a routine and random basis, employing such assistance or means as he or she believes on reasonable grounds to be necessary for the purpose including, but not limited to, scanning devices and detection devices use manual searching methods and non-intrusive searching tools to conduct searches on prisoners on a routine and random basis.
- 8.1.2. Personal Searches must be conducted on all prisoners upon their initial reception to prison in order to maintain the safety and security of the prison and to prevent suicide, self-harm and contraband from entering the prison.
- 8.1.3. Personal searches may be conducted on prisoners entering or leaving a prison, prior to and on completion of contact visits and at any other time deemed necessary by a Superintendent to ensure that the safety and security of the prison is maintained.
- 8.1.4. If a prisoner refuses to submit to a personal search reasonable force may be used in accordance with Standing Order 1.02 (Use of Force).
- 8.1.5. In addition to the above, if force was used during the search the use of force must be recorded in Use of Force Register in accordance with Standing Order 1.02 (Use of Force).
- 8.1.6. Refer to section 9 for searching procedures.

8.1.7. Adult Watch-house Detainee Searches

- 8.1.7.1. The Criminal Law (Detention and Interrogation Act) 1995 Act allows for the transfer of custody of an arrested person to the custody of a correctional officer of a reception prison, which therefore allows for detainees to be managed under the provisions of the Corrections Act 1997.
- 8.1.7.2. All watch-house detainees are required to undergo a personal search on admission to the watch-house.
- 8.1.7.3. Pat-down searches and personal searches (compliant and non-compliant) must be recorded in the facility's personal search register (for requirements see Director's Standing Order 1.35 – Watch-house Detainees).
- 8.1.7.4. Refer to section 9 for searching procedures.

8.2. Searching of Babies and Personal Items

- 8.2.1. Babies are not prisoners, but for the safety and security of the prison may still be subjected to searching.
- 8.2.2. It is a condition of entry to the Mother and Child Program that the mother consents to the baby being searched while the child is accommodated in the prison.
- 8.2.3. Babies in the Mother and Baby Program and their property may be searched by correctional officers. Staff must gain consent from the mother of the baby prior to a search of the baby commencing. If the mother refuses to give consent, the child may be removed from the unit and the prisoner's placement on the program may be reviewed - refer Director's Standing Order 3.09 (Mother and Child Program).
- 8.2.4. Refer to section 9 for 'Procedures for Searching Babies'.

8.3. Visitor Searches

- 8.3.1. Correctional officers may require a person wishing to enter a prison to submit to a search or examination, or a search and examination, of the person and of anything in the person's possession under the person's control; or conduct any search or examination, or search and examination at random. This may include a search and examination of their person, property and vehicle.
- 8.3.2. Consent to a formal search is implied by the person voluntarily submitting to the conditions of entry to a prison.

- 8.3.3. A search or examination of a female visitor under section 22 of the Corrections Act is to be made by a female officer and in the presence of females only.
- 8.3.4. In the case of a personal-search, prior consent must be explicitly obtained. Visitors may refuse to be searched but must be directed to leave prison property. Force must not be used to search visitors.
- 8.3.5. A personal search may be conducted on an adult visitor, if all of the following conditions have been met:
- the visitor has consented in writing to being searched.
 - the age of the visitor has been confirmed;
 - the Superintendent of the relevant facility supports the recommendation;
 - written approval for the search is provided by the Superintendent Security Unit, Chief Superintendent or On-call Directorate;
 - the visitor has been made aware of their rights;
 - the visitor has been informed of the purpose and process of the personal search;
 - the visitor has been given the opportunity to surrender any unauthorised items; and
 - in the case of a female visitor, adhere with section 8.3.3.
- 8.3.6. All personal searches must be recorded in the appropriate personal search register.

8.3.7. Personal Search of Juveniles / Children

- 8.3.7.1. Personal Searching of young visitors should only be undertaken in circumstances where there is sufficient evidence to suggest on reasonable grounds that contraband / unauthorised articles or things has been hidden on the young person.
- 8.3.7.2. Personal searches must not be conducted on young visitors unless:
- written authority has been obtained from the Director of Prisons
 - written consent has been obtained from their parent or guardian; and
 - the juvenile or child consents to being searched
- 8.3.7.3. The young visitor must have a support person present where practically possible, such as a parent/guardian or their choice or another appropriate support person. If a support person is not in attendance the young visitor must not be searched and must be refused to visit.
- 8.3.7.4. The support person in attendance may be asked to assist with the search if the young person is too young to follow instructions from a Correctional Officer.

8.3.8. Visitors and Unauthorised Items and things located during searches

- 8.3.8.1. If contraband is found in possession of a visitor, the contraband may be seized and the visitor will be refused a contact visit. A non-contact visit may be offered at the discretion of a Superintendent, if the Superintendent believes on reasonable grounds that the visitor did not intend or the item of contraband could not have been intended, to endanger the good order or security of the prison, or the safety of the prisoners, or other persons at the prison.
- 8.3.8.2. If the contraband is of a nature that the correctional officer believes constitutes a criminal offence, the contraband is to be seized and Tasmania Police are requested to attend the site immediately. A correctional officer may detain a person, pending the arrival of police, if it is safe to do so and there is a suitable area where the person can be detained i.e. in their vehicle or a secure room. If it is not safe to detain the person until Tasmania Police arrive, staff must gather information about the person to assist Tasmania Police to apprehend the person once they leave the site. Information gathered should include; personal details (name, date of birth, address), physical description, method of transport

(car registration, on foot, bus etc.) and any other relevant information the person disclosed or staff discovered during the search and seizure. An Incident Report (Form 5L) must be completed.

- 8.3.8.3. A visitor who refuses to submit to any search will be denied access to the prison and be requested to leave the premises immediately in accordance with section 20 of the Corrections Act 1997.
- 8.3.8.4. If a visitor disobeys an order to leave a prison under section 15, 19 or 20 of the Corrections Act, a Correctional Officer may, if necessary and authorised by the Security Unit Superintendent, on-call Superintendent or on-call Directorate, use reasonable force to compel the person to leave the prison. Where a visitor is forcibly removed from a prison, an Incident Report (Form 5L) must be completed.
- 8.3.8.5. Refer to section 9 for searching procedures.

8.4. Searching Transgender, Transsexual and Intersex people

- 8.4.1. Transgender people will be subjected to the same searching procedures as any other person entering a TPS facility but DSO 2.15 Transgender, Transsexual and Intersex People must be adhered to.
- 8.4.2. Transgender people are those people whose identified gender differs from their biological sex, regardless of whether they have undergone a medical intervention or have an intersex condition. Some people identify as neither male nor female.
- 8.4.3. Persons must be asked their preference regarding the gender of the Correctional Officer conducting the procedure.
- 8.4.4. If the transgender, transsexual or intersex person expresses no preference, search procedures should be conducted by Correctional Officers of the gender of identification of the prisoner.
- 8.4.5. Refer to section 9 for searching procedures.

8.5. Searching people with a disability/injury

- 8.5.1. A person suffering from a disability/injury will be subject to the same searching requirements as anyone entering a prison however, reasonable adjustments must be made for people with injuries or disabilities in order to allow uninhibited access within prison facilities. Appropriate consideration must be given to ensuring the person's dignity is maintained and care taken to avoid aggravating the person's condition.
- 8.5.2. Normal searching procedures will apply but may need to be modified according to the particular injury or disability. If the person is a visitor and appears to be suffering from a disability or injury and cannot communicate their consent to be searched or does not appear to understand the process of the search once explained to them, they must not be searched and their visit should be refused unless a support person is in attendance who can assist them with undergoing a search.
- 8.5.3. Persons bypassing standard security systems must provide a medical certificate and letter of exemption from the Superintendent, Security Unit.
- 8.5.4. At the Risdon Prison Complex, permission must be sought (on each occasion) from the Operations or Gatehouse Supervisor, for the person to enter the facility via the door adjacent to the x-ray machine.
- 8.5.5. If the person has an artificial limb, bandage etc. and this impedes the search or there is reasonable suspicion or intelligence that it is being used to conceal an unauthorised article or thing, advice may be sought from CPHS via the on-duty Superintendent in relation to removal of the item for searching purposes.
- 8.5.6. While advice may be sought from CPHS, staff will not assist with searching, lifting or removal of any items.
- 8.5.7. Elderly people, people with relevant disabilities and those recovering from major injury or surgery must be allowed to sit down as much as possible during the searching processes. Searching procedures must be modified to ensure the least discomfort or intrusion.

8.5.8. Refer to section 9 'Procedure for Searching Persons with a Disability / Injury'.

8.6. Searching people wearing headdresses (e.g. Hijab/Turban/Scarf)

8.6.1. It is a requirement that a person's face be visible to TPS staff to allow complete identification at all times within TPS facilities.

8.6.2. Visitors or prisoners entering a prison may wear headdress for cultural and religious reasons, however Correctional Officers may request that the headdress be removed to allow appropriate identification, searching and / or examination.

8.6.3. Refer to section 9 for 'Procedure for Searching a Person Wearing Headdress'.

8.7. Staff Searches

8.7.1. Non-intrusive searches may be conducted on a targeted, randomly or routine basis on staff members, their vehicles, their belongings or other things in their possession.

8.7.2. The Director of Prisons or Director of Corrective Services in their absence, may authorise the search and examination of a staff member's locker and any property within the staff member's locker, and any work areas or staff amenities where the person reasonably believes an unauthorised article or thing may be present. If a staff member's locker is searched, the staff member must be present throughout the search and may have a support person present.

8.7.3. A pat down search or personal search may only be conducted on a staff member if all of the following conditions have been met:

- the Director of Corrective Services, or the Director of Prisons in their absence is satisfied that sufficient evidence as per 6.8.2 exists to warrant a pat down search or personal search;
- the Director of Corrective Services, or the Director of Prisons in their absence, has provided written approval for the pat-down search or personal search;
- the staff member has been made aware of his/her rights;
- the staff member has been provided with a copy of the written authorisation from the Director of Corrective Services to conduct the search and has completed the Consent to Search Employee [Form 5AU];
- the staff member has been informed of the purpose, nature and process of the pat down search or personal search;
- the staff member has been given the opportunity to surrender any unauthorised items;
- the staff member has been given the opportunity to have an appropriate support person present throughout the procedure; and
- the pat down search or personal search must be conducted by at least two Correctional Officers who are of no less than Correctional Supervisor rank and are at least one rank higher than the person being searched.

8.7.4. Any search or examination conducted on a staff member must be performed in an effective, professional and impersonal manner ensuring that no unnecessary embarrassment or indignity is experienced by the staff member.

[REDACTED]

[REDACTED]

8.7.7. A staff member who refuses to consent to a search may be subject to further investigation.

8.7.8. Refer to section 9 for specific searching procedures.

8.8. Area/Facility Searches

- 8.8.1. Superintendents in charge of prison facilities are responsible for establishing a facility search and inspection plan that complies with the provisions in this Standing Order and ensures compliance with routine inspections of all facilities in accordance with relevant Operating Manuals. The plan must [REDACTED] and must be approved by the Chief Superintendent, Prison Operations Group. The frequency and nature of searches should be consistent with the classification of the prison.
- 8.8.2. All prison facility searches and the details of any unauthorised articles and things seized must be recorded in the relevant search register.

8.8.3. Searching of Cells/Rooms

- 8.8.3.1. [REDACTED]
- 8.8.3.2. Searches are to be conducted with due regard for prisoners' self-respect and privacy, but without compromising the effectiveness of the search. Prisoners' property must be treated with care and respect, and care must be taken not to unnecessarily damage prisoners' property. All efforts must be made to leave property in the same condition that it was found.
- [REDACTED] Daily cell checks must be conducted [REDACTED]
- 8.8.3.4. Correctional Supervisors are responsible for ensuring the daily cells are completed and appropriate records are maintained.
- 8.8.3.5. Superintendents must ensure duties and responsibilities relating to the daily cell checks are reflected in the local Operating Manuals.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- 8.8.3.9. All cell searches should be recorded in the relevant Cell Search Register/Form.
- 8.8.3.10. Refer to section 9 for procedures.

8.8.4. Searching of Indoor Common Areas/Shared Spaces

- 8.8.4.1. Common areas and shared spaces include, but are not limited to; day rooms, kitchen facilities, laundry facilities, bathrooms, toilets, as well as program, education and interview rooms.
- 8.8.4.2. Common areas used by prisoners must be searched [REDACTED]

[REDACTED]

8.8.4.4. Refer to section 9 for general procedures in regard to searching common areas. Facility or area specific instructions are included in local Operating Manuals.

8.8.5. Searching of Outdoor Areas (including Perimeter Checks and Structural Integrity Checks)

[REDACTED] Outdoor areas which prisoners have access to [REDACTED]

[REDACTED] Outdoor areas which prisoners do not usually have access to [REDACTED]

8.8.5.3. Refer to section 9 for general procedures regarding the searching of Outdoor Areas and Perimeter checks. Facility or area specific instructions are included in local Operating Manuals.

8.9. Vehicle Searches

8.9.1. Searching of Vehicles entering prison facilities (via a sally port)

8.9.1.1. All access to TPS sally ports should be restricted to essential vehicular traffic in order to limit risk.

8.9.1.2. The operation of all TPS sally ports must be documented in each facility's local Operating Manuals and must establish provisions for the following:

- [REDACTED]
- police security clearances for all vehicle drivers delivering to TPS facilities via a sally port;
- searching for all vehicle drivers entering the sally port;
- searching for all vehicles, including prison vehicles and equipment (e.g. lawn mowers), and accounting for all tools and equipment entering the sally port;
- a thorough searching process which includes;
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

8.9.2. Searching of vehicles entering prison property

8.9.2.1. The Security Unit may search any vehicle entering or on prison property.

8.9.2.2. The Security Unit may seek assistance from appropriately trained correctional officers or State Service corrections employees to conduct vehicle searches.

8.9.2.3. Vehicle searches must be supervised at all times by a correctional officer of at least Correctional Supervisor rank.

8.9.2.4. Vehicle searches may be conducted on a random or targeted basis.

8.9.2.5. Refer to section 9 for procedures.

8.10. Searches Involving Police

- 8.10.1. The TPS will work collaboratively with Tasmania Police in accordance with the existing Memorandum of Understanding and Working Protocols when coordinating and conducting targeted searches on people or vehicles entering prison property.

[REDACTED]

9. Search Procedures

9.1. Procedure for Pat-down Searches

- 9.1.1. Refer to [Appendix A 'Procedure for Pat-down Searches'](#)

9.2. Procedure for Personal Searches

- 9.2.1. Refer to [Appendix B 'Procedure for Personal Searches'](#)

9.3. Procedure for Searching Cells

- 9.3.1. Refer to [Appendix C 'Procedure for Searching Cells'](#)

9.4. Procedure for Searching Indoor and Outdoor Common Areas

- 9.4.1. Refer to [Appendix D 'Procedure for Searching Indoor and Outdoor Common Areas'](#)

9.5. Procedure for Conducting Perimeter Checks

- 9.5.1. Refer to [Appendix E 'Procedure for Conducting Perimeter Checks'](#)

9.6. Procedure for Searching Vehicles

- 9.6.1. Refer to [Appendix F 'Procedure for Searching Vehicles'](#)

9.7. Procedure for Searching Babies

- 9.7.1. Refer to [Appendix G 'Procedure for Searching Babies'](#)

9.8. Procedure for Searching Persons with a Disability / Injury

- 9.8.1. Refer to [Appendix H 'Procedure for Searching Persons with a Disability / Injury'](#)

9.9. Procedure for Searching Persons with a Headdress

- 9.9.1. Refer to [Appendix I 'Procedure for Searching Persons with a Headdress'](#)

9.10. Procedures for Non-Intrusive Search Tools

- 9.10.1. Non-intrusive searching tools provide correctional staff with the means to conduct efficient and effective searches that maximise the safety and security of the prison while preserving the dignity and privacy of persons entering, exiting or accommodated within a TPS facility.

- 9.10.2. People who have a pacemaker, a medical device fitted or used or a condition that may be affected by searching devices such as metal detectors, may not be required to undergo this type of search. A certificate from a licensed medical practitioner supporting the person's request for an exemption must be provided (refer 8.5.3).

[REDACTED]

[REDACTED]

9.10.6. All Correctional Officers using non-intrusive searching tools must be trained and where relevant, certified in the use of the equipment.

9.10.7. Walk-through Metal Detectors/Roto-turn

- 9.10.7.1. Walk through metal detectors are in use at the Risdon Prison Complex (RPC), Mary Hutchinson Women’s Prison (MHWP) and the Hobart Reception Prison (HRP). All people entering or exiting these facilities are required to walk through the metal detector unless they have an approved exemption as required in provision 8.5.3.
- 9.10.7.2. People must be instructed to empty their pockets and to remove metallic items such as belts and watches before walking through the metal detector.
- 9.10.7.3. If the warning light or alarm sounds, the person is to remove any item which may have caused the alarm so that this can be x-rayed by Correctional Officers and proceed through the metal detector again.
- 9.10.7.4. If the alarm sounds again, the person may be requested to submit to a further method of search such as wand with a hand-held metal detector etc. If a person refuses to submit to a further search they will be directed to leave the prison.

9.10.8. Hand-held Metal Detectors

- 9.10.8.1. Any person entering or exiting a prison may be subjected to a search at the prison entry / exit point using a hand-held metal detector often referred to as a ‘wand’.
- 9.10.8.2. A person may be searched by a wand being waved over the entire front and back of their body. The wand is not to make contact with the person’s body.
- 9.10.8.3. A person may be searched by a wand in the absence of a walk-through metal detector or if a walk-through metal detector has returned an alarm.
- 9.10.8.4. Any person entering RPC will be subjected to a search using a wand regardless of whether the walk-through metal detector has returned an alarm.
- 9.10.8.5. Hand-held metal detectors may also be used on persons entering high security units [REDACTED]

9.10.9. X-ray machines

- 9.10.9.1. X-ray machines are used to search mail and personal property belonging to prisoners, visitors and staff, outer clothing such as coats, jackets and hats and any other goods entering a prison facility.
- 9.10.9.2. At facilities where x-ray machines are installed, all items belonging to visitors and staff must be x-rayed upon entry to the prison. Items which prevent a person entering a prison facility through the roto-turn/metal detector must also be scanned.

[REDACTED]

[REDACTED]

9.10.10. Itemisers

9.10.10.1. The TPS Itemiser machine tests for prohibitive substances by [REDACTED]
[REDACTED]
[REDACTED]

9.10.10.2. Searches with itemisers are to be conducted by officers from the Security Unit.

9.10.11. Drug Detection Dogs

9.10.11.1. Drug detection dogs may be used to search any person within a prison, any vehicle within a prison, any part of a prison facility or property with the boundaries of the prison for purpose of detecting drugs or tobacco which may be present or concealed.

9.10.11.2. Searches involving the use of drug detector dogs will be conducted independently of the prison's routine Search and Inspection Plan (refer Director's Standing Order 1.31 – Drug Detector Dogs).

10. Detection of Contraband and Unauthorised Items

10.1. Unauthorised Articles and things - Contraband

10.1.1. Contraband is the common term for 'unauthorised articles and things', as referred to in the Corrections Act 1997. Unauthorised articles or things known as contraband refer to:

- any article, substance or thing that the Director of Prisons has not authorised to be brought into a prison;
- any article, substance or thing a prisoner is not authorised to possess; and
- any authorised item in a prisoner's possession that is in excess of the prisoners' personal contract entitlement.

10.1.2. Any unauthorised articles or items discovered during a search should be dealt with in accordance with Standing Order 1.08 (Contraband) and the details of the articles or things and the circumstances in which they were located must be recorded in the Search Register.

10.1.3. Correctional Officers or State Service corrections employees who discover an unauthorised article or thing may seize the item(s). If the items discovered may constitute a criminal offence, the items must be seized and the items seized as evidence and the area preserved, in accordance with Standing Order 1.07 (Preserving Crime Scenes and Evidence).

[REDACTED]

10.1.5. Where an unauthorised article or thing is discovered, an incident report must be completed in accordance with Standing order 1.05 (Incident Reporting).

11. Record Keeping

11.1. Registers and Forms

11.1.1. All TPS facilities must maintain approved search registers and forms as listed in this DSO and in accordance with the provisions of this DSO.

11.1.2. All registers and forms related to searching must be archived and in accordance with the Department of Justice's Record Keeping processes and procedures.

12. Document History and Access

Implementation Date	24/11/2022
Version Number	4.0
Date of First Issue	23/10/2006
Amendment	<p>24/11/2022</p> <p>Section 8.1.8 Juvenile Watch-House Detainee Searches removed.</p> <p>Scope updated to exclude searches of young Watch-House detainees. The procedures for searching young people is in the Management of Young People in Custody – DSO 2.25.</p>
Date of Further Amendments	<p>1/07/2019</p> <ul style="list-style-type: none"> - Inclusion of definition for Personal Search - Removal of reference to Strip Search - Inclusion of process for undertaking risk assessments for the searching of juveniles <p>16/04/2018</p> <ul style="list-style-type: none"> - New categories of strip searching included in definitions - Inclusion of 'Strip Search Matrix' for prisoners - Changed title references in accordance with new restructure
Additional Information	<p>This Standing Order rescinds and replaces the following Standing Orders and Standard Operating Procedures:</p> <ul style="list-style-type: none"> • 1.09 (Non-intrusive Searching Tools) • 1.10 (Searching Prison Facilities) • 1.11 (Searching Prisoners / Detainees) • 1.12 (Searching Visitors) • 1.13 (Searching Staff) • 1.14 (Searching Vehicles) • DIR 1.11.1 Searching Male Prisoners and Detainees • DIR 1.11.2 Searching Female Prisoners Detainees <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	[REDACTED] [REDACTED]
Next Review Date	One year from date of implementation
Access to this DSO	Assessed Disclosure

Approved by:

Ian Thomas
Director of Prisons

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

1.5.

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

■

[Redacted text block]

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

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

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

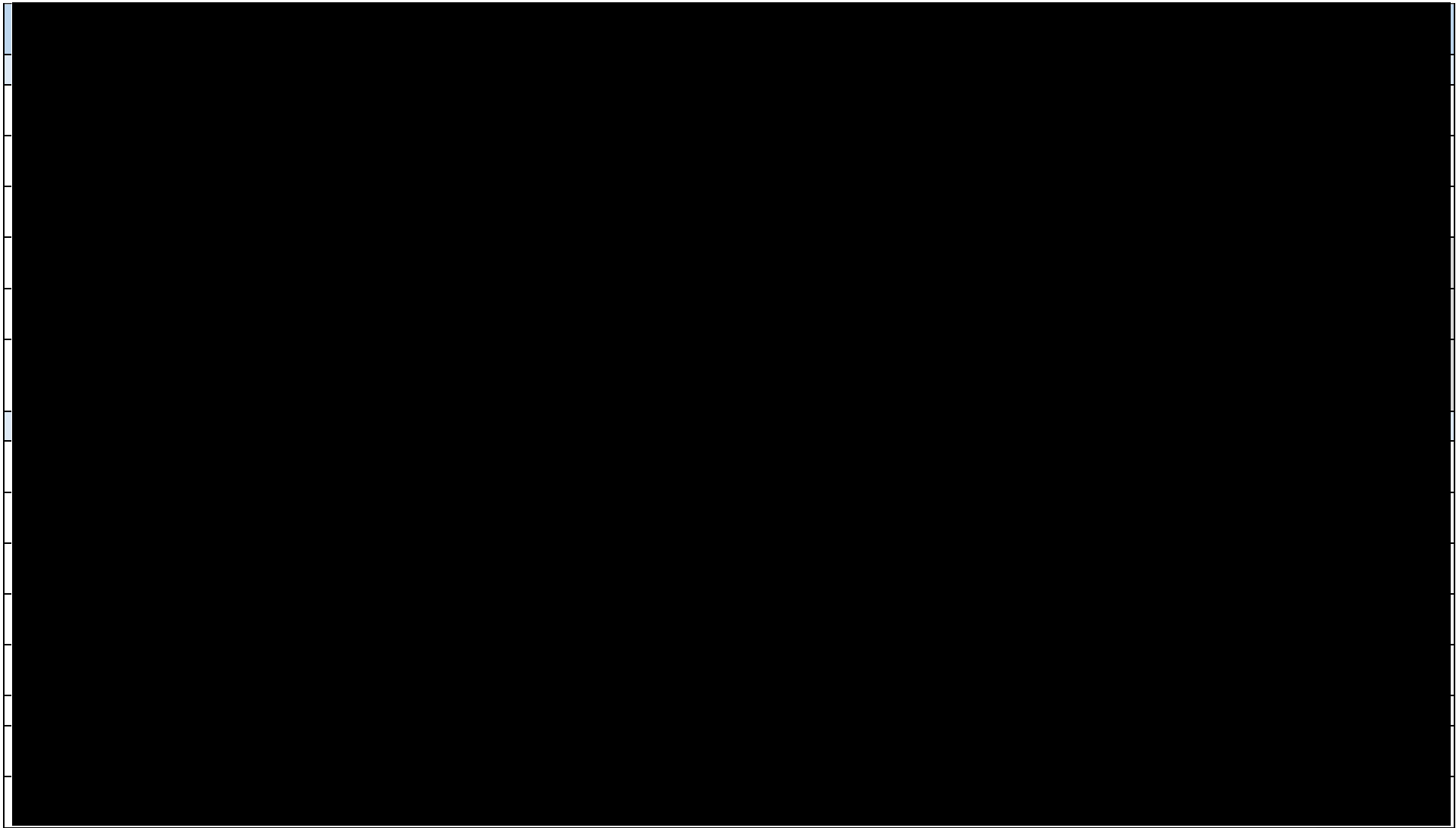
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

8. [Redacted]

■ [Redacted]

■ [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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

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

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

2.6.

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

2. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

■ [REDACTED]

| [REDACTED]
| [REDACTED]
| [REDACTED]
| [REDACTED]

| [REDACTED]
| [REDACTED]
| [REDACTED]

| [REDACTED]
| [REDACTED]

■ [REDACTED]

[REDACTED]
[REDACTED]

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

■ [REDACTED]
■ [REDACTED]

■ [REDACTED]
■ [REDACTED]

■ [REDACTED]

■ [REDACTED]
■ [REDACTED]

■ [REDACTED]
■ [REDACTED]

■ [REDACTED]

■ [REDACTED]
■ [REDACTED]

■ [REDACTED]
■ [REDACTED]

■ [REDACTED]
■ [REDACTED]

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

■ [REDACTED]

■ [REDACTED]
■ [REDACTED]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]