

## Custodial Operations Policy and Procedures

### 17.1 Searching inmates

#### Policy summary

Effective searching of inmates is important in maintaining security, good order and discipline. Legislation allows for inmates to be pat searched, strip searched, or body-scanned using an electronic or x-ray scanning device.

Searching inmates on reception and who are returning from visits, workshops and external leave programs and at other times is a primary responsibility of a correctional officer.

Correctional officers must not pat search or strip search inmates of the opposite sex, except in exceptional circumstances or emergencies. Approval must be sought from the Governor or delegated officer if this is to occur.

All searching, and particularly strip searching and body scanning of inmates must be conducted in a sensitive and appropriate manner. In all cases, searches must be conducted with due regard to dignity and respect.

#### Management of Public Correctional Centres Service Specifications

Service specifications	Decency and respect
	Safety and security

## Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW), and all CSNSW employees.

For Security & Intelligence (S&I) staff, this policy must be read in conjunction with S&I Local Operating Procedures (LOPs).

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# 1 Searching inmates

## 1.1 Policy

The regular searching of inmates is a primary responsibility of correctional officers and overseers. Searching must not be undertaken as a means of harassing or agitating inmates. Searches are conducted for preventative reasons to locate and remove from correctional facilities anything posing an adverse risk to safety, security or good order and discipline. All searching of an inmate must be conducted with due regard to dignity and self-respect. Wherever practicable, a body scan must be undertaken in preference to a strip search. A strip search is only necessary where body scanning is unavailable or impractical, or when the body scan indicates the presence of contraband.

Under clause 46 of the *Crimes (Administration of Sentences) Regulation 2014* (CAS Regulation), a correctional officer has authority to conduct a pat search, strip search, or body scan on an inmate where:

- the Governor directs for the search to occur, or
- a correctional officer considers it appropriate.

An inmate must not resist or impede a search; failure to comply with the requirements is a correctional centre offence.

An inmate must not be strip searched by or in the presence of a person of the opposite sex, except in exceptional circumstances or in the case of an emergency.

Pat searching of inmates must be conducted by an officer of the same sex as the inmate, except in exceptional circumstances and emergencies. However, female inmates wearing a hijab must only be pat or strip searched by a female officer.

If an officer suspects during the search that an inmate is attempting to conceal contraband internally, in a skin fold or other place in their body, the officer may use necessary force to restrain the inmate's hands to prevent the concealment (**refer to COPP section 13.7 Use of force**). They must not remove, or attempt to remove, any internally secreted contraband.

If an inmate is suspected of internally secreting contraband, the officer must arrange for the inmate to be clinically assessed to determine possible threats to their health. The inmate may be placed in a dry cell (**refer to COPP section 17.4 Internal secretion of contraband**).

Details of the following must be recorded in the relevant Offender Integrated Management System (OIMS) module (*Search, Visits or Incident Reporting Module (IRM)*):

- searches after visits (**Refer to COPP section 10.1 Visits to inmates**)
- contraband detections during searches (**refer to COPP section 13.1 Serious incident reporting**)

- contraband finds due to x-ray scanning operations (refer to subsection **5 Full body x-ray scanning**)
- any use of force during a search (refer to **COPP section 13.7 Use of force**)
- all searches conducted by Immediate Action Team (IAT)
- targeted search operations (refer to **COPP section 17.2 Searching correctional centres**), and
- any other reasons as determined by the Governor.

## 1.2 Removal of religious headwear

Inmates who wear headwear for cultural or religious reasons may be asked to remove it for the purposes of searching; however this is subject to certain conditions:

- removal of any such headwear must take place in private away from the view of others
- removal of any such headwear must be supervised by an officer(s) of the same gender as the inmate
- at all times the dignity of the inmate must be respected.

## 1.3 Video recording a strip search

Video recording of a strip search is permitted only when:

- conducting a targeted search for contraband,
- an inmate is non-compliant, or
- there are reasonable grounds for believing that an inmate may be aggressive towards staff.

Officers attached to the following specialised units or teams are permitted to video record all strip searches using body-worn or hand-held video cameras:

- Immediate Action Team (IAT)
- Security Operations Group (SOG)
- Extreme High Security Escort Unit (EHSEU)
- Court Escort Security Unit (CESU)

**Note:** The focus of a hand-held video camera should, where practicable, be confined to the upper torso of male inmates, or the clothed parts of the body of female inmates.

(Refer also to **COPP sections 13.7 Use of force** and **13.9 Video evidence**)

## 1.4 Searching inmates prior to and after escort by CSNSW or police

All inmates must be searched before and after any escort by CSNSW officers or police. Where available and practicable to do so, x-ray body scanners must be used, in which case a strip search is only undertaken if the body scan indicates the presence of contraband.

For strip searches, a Senior Correctional Officer (SCO) must be present to supervise. However, if one is not present and there is a suspicion that the inmate may have unauthorised property on their person a report must be submitted, before ceasing duty

on that shift, to the Governor of the correctional centre, or the General Manager (GM) if the escort was conducted by the Court Escort Security Unit (CESU):

- detailing events and
- recording all officers involved.

## 2 Transgender and intersex

### 2.1 Searching of inmates by transgender officers

When a transgender correctional officer's duties ordinarily involve strip searching inmates, consideration must be given to:

- staffing and operational needs
- the duty of care to inmates, and
- if the transgender officer is deemed to be medically of the sex of their identity (recognised transgender)

before any decision is made to allow the officer to strip search an inmate. This decision must be made in consultation with a senior officer (**Refer to [Clause 9 of the CSNSW Transgender employees – managing workplace issues policy](#)**).

In no circumstances will the transgender officer be expected to or permitted to strip search an inmate of their biological sex.

### 2.2 Searching recognised transgender, non-recognised transgender, non-identifying, and intersex inmates

Except in exceptional circumstances or emergencies, the strip searching or pat searching of a recognised transgender inmate must be conducted by an officer of the same sex as the recognised sex of the inmate. However, where an officer is not comfortable with this directive, another officer (the same sex as the recognised transgender inmate) must be assigned the task.

If the inmate identifies as:

- neither male nor female
- as transgender but is not a recognised transgender inmate
- intersex

and expresses no preference, search procedures should be conducted by a:

- male officer if the inmate is placed in a centre or area of a centre that is designated to house male inmates
- female officer if the inmate is placed in a centre or area of a centre that is designated to house female inmates.

Where an officer is not comfortable with searching a transgender, intersex or non-identifying inmate, another officer of the appropriate sex must be assigned the task.

	<b>Procedure</b>	<b>Responsibility</b>
1.	Assign an officer of the same sex as the recognised sex of the recognised transgender inmate to conduct the search	Officer in Charge
2.	Ask the: <ul style="list-style-type: none"> <li>• non-recognised transgender or intersex inmate, or</li> <li>• inmate identifying as neither male or female</li> </ul> their preference regarding the gender of the officer conducting the strip or pat search procedure.	OIC
3.	Assign an officer of the preferred gender to conduct the procedure.	OIC
4	If the inmate expresses no preference for a gender of searching officer, conduct the search procedure by an officer of the gender of identification of the inmate.	Searching officer
5	If an officer is not comfortable with searching the inmate, assign another officer of the appropriate sex the task.	OIC

## 3 Pat searching

### 3.1 Policy

A pat search must be conducted while the inmate is clothed and involves the correctional officer using their hands to locate any unauthorised items hidden in or under their clothing. The conduct of a pat search must be consistent for all inmates.

When deciding how the pat search will be conducted, officers must consider:

- the apparent level of compliance by the inmate
- whether the inmate appears to pose a threat to the safety of searching officers
- the good order and discipline of the centre.

A search of an inmate who is non-compliant, aggressive or poses a threat to the personal safety of the search officers must be video recorded.

Officers have some flexibility to determine the sequence of each search. They may also, in some circumstances (based on the reason for the search) modify or shorten the search process. These reasons can include when large numbers of inmates are leaving work or if there are time constraints.

This policy must be read in conjunction with **COPP section 7.3 Searching female inmates**.

### 3.2 Procedures for pat search

The following procedures apply to all officers undertaking a pat search. Examples of dialogue that may be used by the searching officers have been included.



	<b>Procedure</b>	<b>Responsibility</b>
1.	Make sure all appropriate Personal Protection Equipment (PPE), including approved latex/rubber gloves, is available before starting the search.	Searching officer
2.	<p>Start the pat search by:</p> <ul style="list-style-type: none"> <li>identifying yourself and informing the inmate that you will be conducting a pat search, and</li> <li>asking the inmate if they have any contraband or unauthorised property to declare and surrender prior to commencing the pat search.</li> </ul> <p>Example: <i>'I am officer Smith and I will be conducting a pat search on you today. Do you have any items of contraband or unauthorised property on your person or in your property that you want to declare?'</i></p>	Searching officer
3.	<p>Provide clear verbal instructions to the inmate relating to the pat search and how it will be conducted.</p> <p>Example: <i>'I'm going to provide you with clear instructions that you must follow. Stay facing me at all times unless instructed otherwise. Do you understand?'</i></p>	Searching officer
4.	<p>Instruct the inmate to:</p> <ul style="list-style-type: none"> <li>open their mouth</li> <li>remove dentures (if applicable)</li> <li>lift the tongue</li> <li>lift upper and lower lips, and run fingers along gum</li> </ul> <p>Visually inspect the inmates mouth and dentures (if applicable) to ensure that there is no contraband.</p>	Searching officer
5.	<p>Conduct a visual search of the inmate's ears and nostrils.</p> <p>Example: <i>'Turn your head to the right and with your right hand pull your left ear forward; Turn your head to the left and with your left hand pull your right ear forward. Now tilt your head backwards.'</i></p>	Searching officer
6.	<p>Search the inmate's hair by instructing the inmate to:</p> <ul style="list-style-type: none"> <li>remove their elastic and any hat or hijab (if applicable)</li> <li>bend their head forward and run their fingers through their hair in a back to front motion.</li> </ul>	Searching officer
7.	<p>Instruct the inmate to:</p> <ul style="list-style-type: none"> <li>empty their pockets and handover any items</li> <li>remove any jacket or jumpers and place it in front of you</li> </ul> <p>Examine the item(s) of clothing removed, checking collars, cuffs, lapels, seams and linings for tears where items may be secreted inside.</p>	Searching officer



	<b>Procedure</b>	<b>Responsibility</b>
8.	Instruct the inmate to remove their footwear and socks (one item at a time). Socks must be turned inside out by the inmate and not be flicked or shaken. Examine their footwear for splits/cuts in soles, false linings including removable insoles and heels for manufactured compartments.	Searching officer
9.	Instruct the inmate to: <ul style="list-style-type: none"> <li>run their thumbs along the inside of the waist band of their pants from front to back, then to the front again, so anything loosely tucked inside the waistband may become dislodged</li> <li>grip their bra and lift it off their body with their thumb and forefingers, if applicable.</li> </ul>	Searching officer
10.	Instruct the inmate to stand with both feet shoulder width apart with their arms fully extended (out parallel to the ground with their hands against the wall). If there is no wall available, instruct the inmate to interlock their fingers above their head.	Searching officer
11.	Conduct a systematic pat search using an 'open hand' patting technique (do not slide hands over the body during a search): <ul style="list-style-type: none"> <li>start at the collar (check inside and out if there is a collar) and along the shoulders, then the underarms, towards the upper arm and wrist (for long sleeves)</li> <li>move to the back and chest area and using a 'bladed hand' check under and between the breasts, then pat search the stomach and back area</li> <li>continue to pat down each leg to the hemline of the lower garment, remembering to search the hem then patting up the inside of the leg up to the groin (use 'bladed hand technique')</li> </ul> Instruct the inmate to lift one foot at a time to inspect the soles of the feet.	Searching officer

### 3.3 Procedures for searching a non-compliant inmate

The following procedure may differ slightly depending upon the height and body shape of the inmate. The searching officer should ensure they have a comfortable firm stance when searching a non-compliant inmate.

	<b>Procedure</b>	<b>Responsibility</b>
1.	Instruct the inmate to face a wall approximately half a meter from it with feet apart, leaning forward, placing both hands with fingers extended and spread on the wall.	Searching officer

	<b>Procedure</b>	<b>Responsibility</b>
2.	Begin by examining the back of the inmate's head; follow a direct course around the collar to the point of the neck ensuring nothing is hidden inside or under the collar of the shirt.	Searching officer
3.	Place one foot directly between the inmate's feet then: <ul style="list-style-type: none"> <li>• place one hand on either left or right shoulder and the other under the arm pit of the same side</li> <li>• move hands down the entire length of the arm to the wrist or end of the shirt sleeve</li> <li>• repeat for the other arm</li> <li>• bring hands back to shoulder and check under the arms.</li> </ul>	Searching officer
4.	Place both hands behind the inmate's head at the base of the neck and cover the shoulders palms open, pressing firmly, down the back (one hand should be placed on the chest and the other on the back)  Move both hands down the body to the belt line ensuring the hollow at the bottom of the sternum and the pectoral muscles and small of the back are examined (search the belt line and check all pockets and abdomen area, using the same open-handed technique).	Searching officer
5.	Place one hand in the middle of the inmates back and with the other hand, pat down one side over the inmates buttocks, around to the groin then down one leg inside and out to the hemline.  Change hands and pat search on the other leg.	Searching officer
6.	Instruct the inmate to lift one leg at a time to display the soles of their feet.	Searching officer

## 4 Strip search

### 4.1 Policy

The human body can serve as a potential hiding place for contraband. For that reason, body scanning of inmates must be undertaken on routine occasions and at other times as determined necessary (refer to COPP 17.5 *Body scanning*). Where body scanning is not available or practicable, or when a body scan indicates the presence of contraband, a strip search is undertaken.

Inmates will be routinely body scanned or strip searched under the following circumstances:

- on arrival from court
- on arrival from other correctional centres
- on arrival from any other place where they may have come into contact with the public or inmates from another correctional centre
- after a contact visit

Inmates participating in external leave programs must also be body scanned or strip searched on a random basis when returning to the correctional centre.

There will be other times when a body scan or strip search is deemed necessary such as before cell confinement, placement in an assessment cell or at any other time when the inmate is suspected of carrying contraband.

A strip search is more intrusive than a pat search and must be conducted in a place away from the public view and from those not directly involved in the search including:

- children
- other inmates and
- other staff.

In all cases, searches must be conducted with due regard to dignity and respect. The sequence of the procedures for strip searches can be varied depending on circumstance. However, all steps of the procedures must be completed.

Unless there are exceptional circumstances or an emergency, strip-searching must be authorised and supervised by a SCO or an officer more senior than the one conducting the search. It is acceptable for a SCO to remain in the near vicinity while not actually observing the search.

Only the Governor, MOS, FM or OIC may approve the strip search being supervised by an officer below the rank of SCO. There must be at least two correctional officers conducting the strip search.

A replacement set of clothing must be provided to the inmate if their clothing is confiscated following a search. The seized clothing must be managed as evidence and comply with exhibit handling procedures (**refer COPP section 13.8 Crime scene preservation**).

## 4.2 Procedures for strip search

	Procedure	Responsibility
1.	Ensure that the search area provides privacy and enough space to conduct the search. One officer is to stand in front and one behind the inmate.	Searching officer
2.	Make sure all appropriate PPE, including approved latex/rubber gloves, is available before starting the search.	Searching officer
3.	Start the search by: <ul style="list-style-type: none"> <li>• identifying yourself to the inmate</li> <li>• inform the inmate that you will be performing a strip search</li> <li>• asking the inmate if they have any contraband or unauthorised property to declare and surrender prior to commencing the strip search</li> </ul> Example: <i>'I am officer Smith and I will be conducting a strip search of you today, with my offsider, officer Doe. Do you have any items of</i>	Searching officer



	Procedure	Responsibility
	<p><i>contraband or unauthorised property on your person or in your property that you want to declare?</i></p> <p>If the search is being video recorded, inform the inmate of the reason.</p> <p>Example:</p> <p><i>'Due to your conduct today (or intelligence received, or under the Governor's direction), a strip search will be occurring, and a video camera will be used to record the search. This will be focused on the back of your head and shoulders unless contraband is located or an incident occurs.'</i></p>	
4.	<p>Explain how the search will occur and direct the inmate to wait and follow each instruction as it is given. Maintain control over the pace of the search.</p> <p>Example:</p> <p><i>'I'm going to provide you with clear instructions that you must follow, do not get ahead of me. Stay facing me at all times unless instructed otherwise. If you fail to follow my instructions force may be used. Do you understand?'</i></p> <p>Do not touch the inmate unless force is necessary (<b>refer to COPP section 13.7 Use of force</b>).</p>	Searching officer
5.	Request that medical staff inspect any bandage or cast worn by the inmate.	Searching officer
6.	Ask the inmate to surrender any items of unauthorised property or contraband, particularly those things that might cause an injury or wound.	Searching officer
7.	<p>Instruct the inmate to:</p> <ul style="list-style-type: none"> <li>• open their mouth</li> <li>• remove dentures (if applicable)</li> <li>• lift the tongue</li> <li>• lift upper and lower lips, and run fingers along gum</li> </ul> <p>Visually inspect the inmates mouth and dentures (if applicable) to ensure that there is no contraband.</p>	Searching officer
8.	<p>Conduct a visual search of the inmate's ears and nostrils.</p> <p>Example:</p> <p><i>'Turn your head to the right and with your right hand pull your left ear forward; Turn your head to the left and with your left hand pull your right ear forward. Now tilt your head backwards.'</i></p>	
9.	<p>Search the inmate's hair by instructing the inmate to:</p> <ul style="list-style-type: none"> <li>• remove their elastic and any hat or hijab (if applicable)</li> <li>• bend their head forward and run their fingers through their hair in a back to front motion.</li> </ul>	Searching officer

	<b>Procedure</b>	<b>Responsibility</b>
10.	Instruct the inmate to empty their pockets and hand any items to the officer behind in an 'underhand motion' for inspection.	Searching officer
11.	Instruct the inmate to remove one shoe and sock at a time (socks must be turned inside out and not be flicked or shaken) and hand them to the officer behind for inspection. Check for contraband in shoes, i.e. if there are splits/cuts in soles, false linings including removable innersoles and heels for manufactured compartments).	Searching officer
12.	Instruct the inmate to: <ul style="list-style-type: none"> <li>remove their clothing one item at a time</li> <li>hand each item to the officer behind for inspection (collars, cuffs, lapels, seams and linings are potential hiding places)</li> </ul> <p>The officer in front should wait until the officer behind has searched the item of clothing before instructing the inmate to remove any further items.</p>	Searching officer
13.	Instruct the inmate to: <ul style="list-style-type: none"> <li>stand with feet shoulder width apart</li> <li>place their hands (palms down) out front with their fingers spread, and then turn the palms of their hands upwards to allow for a visual inspection of their hands</li> <li>raise their arms up above their head to allow for visual inspection of their underarms</li> </ul> <p>Conduct a visual inspection of the buttocks and pubic regions. Instruct the inmate to:</p> <ul style="list-style-type: none"> <li>lift their penis then the scrotum and</li> <li>abdomen or skin folds, if applicable.</li> </ul> <p>An officer may only instruct an inmate to bend over, squat or part their buttocks as part of a search, if there is reasonable suspicion at the time of the search that the inmate has something secreted in that part of their body.</p> <p>If this occurs, a report to the Governor must be submitted detailing the reason why this type of search was conducted and the results of the search (<b>refer to COPP section 17.4 Internal secretion of contraband</b>).</p>	Searching officer
14.	Instruct the inmate to lift feet one at a time for the officer at the rear to inspect the soles of the feet.	Searching officer
15.	Instruct the inmate to get dressed. Provide a replacement set of clothing to the inmate if their clothing is confiscated following the search.	Searching officer

	Procedure	Responsibility
16.	<p>If any contraband is located or surrendered by the inmate during the search that might result in criminal charges:</p> <ul style="list-style-type: none"> <li>place any seized items into an exhibit bag and ensure that these are taken to the MOS/OIC of the centre who will manage this in line with exhibit handling procedures <b>(refer to COPP section 13.8 Crime scene preservation)</b></li> <li>note any comments made in a contemporaneous notebook</li> <li><b>complete an OIMS IRM Contraband Located</b></li> <li>submit all relevant reports</li> <li>request police to attend the centre to interview the inmate.</li> </ul>	Searching officer

#### 4.3 Additional considerations when strip searching female inmates

	Procedure	Responsibility
1.	Make sure gloves, sanitary bin, sanitary pads and toilet paper are available prior to the commencement of the search.	Searching officer
2.	<p>Ask the inmate if they have any sanitary items that they need to remove prior to conducting a search of the lower half of their person.</p> <p>Example: <i>'Do you have any sanitary items that you need to remove?'</i></p> <p>If the inmate has any sanitary items to remove, the inmate must place this in a sanitary waste bag for disposal.</p> <p>All tampons or sanitary pads must be removed during a strip search. Provide a new sanitary item at the conclusion of the search.</p>	Searching officer
3.	<p>Instruct the inmate to remove either the top half of their clothing for inspection and inspect the exposed half of the inmate's body.</p> <p>Instruct the inmate to replace their bra or singlet.</p>	Searching officer
4.	<p>Instruct the inmate to remove the bottom half of her clothing for inspection including an inspection of the second half of the inmate's body.</p> <p>Instruct the inmate to replace the clothing they removed <b>(refer to COPP section 7.3 Searching female inmates)</b>.</p>	Searching officer



#### 4.4 Searching inmates with artificial limbs, bandages and dressings

	Procedure	Responsibility
1.	Arrange for JH&FMHN staff to remove the bandages or dressing to check if it contains any contraband or unauthorised property.	Searching officer
2.	Request the inmate remove an artificial limb. Return it to the inmate after it has been searched.	Searching officer
3.	Ask JH&FMHN staff to assist with the removal of the artificial limb if the inmate fails to comply.	Searching officer
4.	Contact the Governor, MOS or OIC if the inmate refuses to allow JH&FMHN staff to remove the limb.	Searching officer
5.	Scan any plaster casts on limbs with a metal detector if available.	Searching officer
6.	Inform the Governor, MOS, FM or OIC to seek further instructions if: <ul style="list-style-type: none"> <li>a correctional officer suspects that an inmate may have something secreted between the cast and the inmate's limb and</li> <li>the inmate refuses to surrender the item or denies being in possession of any unauthorised items.</li> </ul>	Searching officer
7.	Inspect walking sticks and crutches for modifications or hollow areas which may contain contraband, unauthorised property or weapons.	Searching officer

#### 4.5 Strip searching inmates after visits

Note: Inmates should be body-scanned after visits where practicable. Strip searching is only undertaken when body scanning is not available or practicable, or when a body scan indicates the presence of contraband.

	Procedure	Responsibility
1.	Scrutinise the changing process to make sure inmates entering and leaving the search and change area are separated from each other.	OIC Visits
2.	Strip search all maximum and medium security inmates after each visit.	Searching officer
3.	Strip search minimum security inmates randomly after each visit.	Searching officer
4.	Examine overalls for cuts and tears in the presence of the inmate.	Searching officer
5.	Thoroughly search an inmate if a cut or tear is found.	Searching officer

	Procedure	Responsibility
6.	Submit a misconduct report charging the inmate with a correctional centre offence for damaging property.	Searching officer
7.	Randomly strip search inmates employed in visiting areas on completion of duties.	Searching officer

#### 4.6 Searching inmate workers, workshops and work areas

Inmates must be:

- screened with a metal detector; and
  - body scanned (or strip searched if body scanner is unavailable or impractical) or
  - pat searched.

when they return from a work location. The MOS/FM and the Corrective Services Industries (CSI) business unit manager must include this requirement in the daily operations of the correctional centre.

	Procedure	Responsibility
1.	Conduct random checks to verify inmates are searched when they arrive and leave work areas.	Business unit manager
2.	Verify all workshops are regularly searched. This is in addition to any search or the workshops that is conducted during the correctional centre monthly search.	Business unit manager
3.	Do not permit inmates to re-enter the correctional centre outside of scheduled times unless there are exceptional circumstances.	CSI officer
4.	Inform the OIC of the gate if an inmate is returning into the correctional centre from a work location outside of scheduled times.	CSI officer
5.	Use a metal detector to search and screen an inmate if they are: <ul style="list-style-type: none"> <li>• employed in industries or</li> <li>• on return to the correctional centre if they are working outside the precinct of the main correctional centre.</li> </ul>	CSI officer or Gate officer

#### 4.7 Strip searching of a non-compliant inmate

Clause 46(4) of the CAS Regulation states: 'An inmate must not resist or impede the conduct of a search....Failure by an inmate to comply...is a correctional centre offence'.

In line with **COPP section 13.7 Use of force**, officers must use alternative non-physical methods to resolve non-compliant behaviour whenever possible, and where force is used, it must be reasonable and limited to that necessary for control and protection. Every use of force must be reported and reviewed.

Reasonable use of force may be appropriate if an inmate does not comply with a direction to submit to a strip-search. Before any strip-search takes place, officers must explain to the inmate how the search will be conducted, and this will include the warning *'If you fail to follow my instructions force may be used'*.

In exceptional circumstances, it may be necessary to cut clothing from an inmate in order to conduct a strip-search. In these circumstances, the 911 rescue tool is to be used to cut the clothing, as this tool is designed to cut close to the skin without injuring the skin. If clothing is cut from an inmate, new clothing must be provided as soon as the strip-search is completed.

#### 4.8 Procedures for strip search of non-compliant inmate

	Procedure	Responsibility
1.	If the inmate is non-compliant at any stage, the search must be video recorded. Inform the inmate of the reason. Example: <i>'Due to your conduct today (or intelligence received, or under the Governor's direction), a strip search will be occurring, and a video camera will be used to record the search. This will be focused on the back of your head and shoulders unless contraband is located or an incident occurs.'</i>	Supervising officer
2.	Call for a hand-held camera operator to attend the site of the strip-search. Ensure that a third, more senior officer, of the same sex as the inmate, is in attendance.	Supervising officer
3.	Employ de-escalation strategies such as persuasion and negotiation, and directions from the more senior officer, giving the non-compliant inmate a reasonable opportunity to comply.	Supervising officer
4.	Give the inmate a final warning, for example: <i>'If you fail to follow my instructions force may be used. This may include cutting the clothing from your body. Do you understand'?</i>	Supervising officer
5.	If the inmate remains non-compliant, use reasonable force, and only such force as is necessary to conduct an effective strip-search.	Searching officers
6.	If there is a risk that the forced removal of clothing may cause injury to the inmate or staff, use a 911 tool to cut the clothing from the inmate.	Searching officers
7.	At the conclusion of the search, ensure that the inmate is provided with replacement clothing (either usual gaol-issue clothing or assessment-cell apparel, if appropriate).	Supervising officer
8.	Instruct the inmate to get dressed.	Searching officer

	Procedure	Responsibility
9.	<p>If any contraband is located or surrendered by the inmate during the search that might result in criminal charges:</p> <ul style="list-style-type: none"> <li>• place any seized items into an exhibit bag and ensure that these are taken to the MOS/OIC of the centre who will manage this in line with exhibit handling procedures (<b>refer to COPP section 13.8 Crime scene preservation</b>)</li> <li>• note any comments made in a contemporaneous notebook</li> <li>• submit all relevant reports</li> <li>• request police to attend the centre to interview the inmate.</li> </ul>	Supervising officer

## 5 Full body x-ray scanning

### 5.1 Policy

Inmates must undergo a search via a full body x-ray scanner (body scanner) in preference to a strip search where it is practicable to do so. Inmates may still be subject to a strip search where a scan indicates that they may have contraband on their persons. Refer to COPP section **17.5 Body scanning** for policies and procedures relating to body scanning persons.

## 6 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

## 7 Definitions

ARPANSA	Australian Radiation Protection and Nuclear Safety Agency
CESU	Court Escort Security Unit
CoC	NSW Certificate of Compliance
COPP	Custodial Operations Policy and Procedures
CRE	Consulting Radiation Expert
CSI	Corrective Services Industries
EHSEU	Extreme High Security Escort Unit
EPA	Environmental Protection Authority
FM	Functional Manager
IAT	Immediate Action Team
IRM	Incident Reporting Module
GM	General Manager
LOPs	Local Operating Procedures
MOS	Manager Security
MSV (mSv)	Millisievert, a unit that measure the dose of radiation
mSv	Microsievert
OIMS	Offender Integrated Management System
PPE	Personal Protection Equipment
RMP	Radiation Management Plan
RSM	Radiation Safety Manager
RCO	Radiation Compliance Officer
S&I	Security and Intelligence, a branch of CSNSW
SCO	Senior Correctional Officer
SOG	Security Operations Group
WHS	Work Health and Safety



## 8 Document information

<b>Business centre:</b>	State-wide Operations	
<b>Approver:</b>	Dr Anne Marie Martin Deputy Commissioner Security and Custody	
<b>Date of effect:</b>	16 December 2017	
<b>EDRMS container:</b>	18/7390	
<b>Version</b>	<b>Date</b>	<b>Reason for amendment</b>
1.0		Initial Publication ( <i>replaces section 12.4 of the superseded Operations Procedures Manual</i> )
1.1	20/11/18	Inclusion of part 5 <i>Low-dose X-ray body scanners</i>
1.2	14/02/19	Removal of the procedural requirement to ask if the inmate had any concerns with the way a pat search was conduct. Consistently referred throughout document to non-same sex searches in exceptional circumstances and emergencies
1.3	20/06/19	Removal of requirement for inmate consent for x-ray body scanning. Removal of necessity for inmates being body-scanned to wear overalls on contact visits.
1.4	30/09/19	Addition of part 4.7 <i>Strip searching of a non-compliant inmate</i>
1.5	1/10/19	Re-arrangement of the sequence of steps in 3.2 <i>Procedures for pat search</i> and 4.2 <i>Procedures for strip search</i>
1.6	12/03/20	General formatting update and improvements
1.7	20/07/20	Changes to <i>subsection 5.3 Operational requirements</i> and <i>5.9 Records management</i> requiring maintenance of OIMS records of X-ray scans of inmates
1.8	14/04/21	Part 5 Full body x-ray scanning updated following the progression from trial to rollout of body scanners in correctional centres throughout NSW. For a summary see ACCC Memo 2021/07.  Subpart 2.2 Searching recognised transgender, non-recognised transgender, non-identifying, and intersex inmates reworded for clarity due to ambiguity of wording in previous version.
1.9	06/09/21	Removal of policies and procedures relating to full body x-ray scanning under Part 5. Policies and procedures are contained in <b>COPP section 17.5 Body scanning</b> .
1.10	20/01/22	Inclusion at <i>subsection 1.3 Video recording of a strip search</i> of CESU as a unit that are permitted to video record all strip searches using body-worn or hand-held video cameras.



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1.11	16/12/22	Amendments to clarify that inmates should be body scanned in preference to strip searching where a body scanner is available, and it is practicable to do so. Refer to Deputy Commissioners memorandum 2022/05 <i>Use of body scanners in preference to strip searches.</i>
1.12	27/03/24	Amendments throughout to negate the need for body-scanner operators to be of the same sex as the person being scanned.
1.13	13/06/24	Amendments to include staff completing an OIMS IRM Contraband Suspected/Indicated replacing completion of OIMS IRM Miscellaneous for suspected contraband on inmates and visitors. Refer Deputy Commissioners memorandum 2024/20 <i>Reporting of suspected contraband</i>

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