**INTERIM FULL SEARCH – WOMAN PRISONER**

**SOCIAL DISTANCING**

* Staff are to ensure that they are at least two metres away from the prisoner when conducting the search.
* It is recommended that staff also have a number of trays, or other receptacles, for the subject to put their clothing in when it has been removed.
* It is recommendation that areas are marked out with tape where prisoners should place the trays.
* These trays should be routine washed to prevent contamination.
* Staff should wear gloves whilst conducting full searches.
* Gowns should be made available for prisoners as they may be stepping out of discrete bays to place trays.

The procedure for searching women prisoners is different to that used to search men and women visitors and staff and consists of two levels. Level 1 involves the removal of the woman’s clothing apart from her underwear; Level 2 involves the removal of all of the woman’s clothing including her underwear. Level 2 of the search may only be applied if there is intelligence or suspicion that the woman has concealed an item in her underwear or if illicit items have been discovered about the woman’s person during Level 1 of the search.

A prisoner may be requested to sit on a BOSS chair or pass through a portal (or move around a searching pole) with staff observing from the prescribed distance. This may be completed before a Full Search.

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| **OFFICER 1** | **OFFICER 2** |
| The officer in charge of the search. She is responsible for controlling the search. She will normally observe the subject from the front. She should explain the need for the search and each step, taking into account any cultural or religious sensitivity. | Responsible for receiving clothing and other items from the subject and searching them. *She must return the clothing and other items back to the subject at the direction of Officer 1.* Observes the prisoner throughout the search, normally from back or side. Remains vigilant to potential risks and remains alert throughout the search. |
| **LEVEL 1** | |
| Ask the subject if she has anything on her she is not authorised to have. Ask her to empty her pockets and remove any jewellery, including wristwatch, and bags or other items being carried. Ask her to place the items to be searched in the tray. Then ask her to place the tray at least two meters away from herself so that staff can collect it. Ask her to return to her original position. | Collect the tray and search the contents of the pockets and the jewellery and place them to one side. Search any bags or other items. |
| Ask her to remove any headgear and place it in another tray. Then ask her to place the tray at least two meters away from herself so that staff can collect it. Ask her to return to her original position | Collect the tray and search headgear paying suitable respect to religious/cultural headwear. |
| Ask the subject to run her fingers through her hair and around the back of her ears, or ask her to shake out her hair and run her fingers through it. |  |
| Provided that you can keep two metres from the subject, look around and inside her ears, nose and mouth. You may need to ask the subject to move her head to different positions, or for her to turn around completely so that you can do this. You may ask her to raise her tongue so that you can look under it. If you are not able to complete all of these steps safely, do what you can and then move on to the next stage of the search. |  |
| Ask her to remove the clothing from the top half of her body except for her bra and place it in the tray. Then ask the subject to place the tray at least two metres away from herself so that staff can collect it. Ask the subject to return to her original position.  Clean and searched gowns should be provided prior to the search commencing as you are asking women to step outside of a searching area. | Collect the tray and search the clothing. If she is not wearing a bra, continue the search. Provide a towel, new bra or another top to put on if she wants one. Particular sensitivity should be shown if the woman is wearing a mastectomy bra. If you need to provide the subject with any of these items, then put them in a tray and place the tray at least two metres from the subject. When at least two metres from the tray, ask the subject to collect the tray and return to her original position. |
| Ask her to hold her arms up and turn around whilst you observe her upper body. Check her hands. | Return the clothing and any headwear by placing the trays at least two metres away from the subject. When you have moved away invite the subject to collect the tray, return to her original position and get dressed. **No person will ever be fully naked at any time during a full search. Ensure that clothing is returned (top half) and replaced, before the lower half is searched (exposed).** |
| Ask the subject to remove her shoes, socks, tights etc. and place them in a tray. |  |
| Ask her to lift each foot so the soles can be checked. |  |
| Ask her to remove all clothing from the lower part of her body except for her knickers and place these in a tray. Then ask the subject to place the tray at least two metres away from herself so that staff can collect it. Ask the subject to return to her original position. | Collect the tray and search the shoes, socks, tights and other clothing and then place to one side. |
| Once the clothing has been searched ask the subject to raise the dressing-gown to her waist. Observe the lower half of her body |  |
| Look at the area around her for anything she may have dropped before or during the search. |
| Ask the subject to step to one side to ensure she is not standing on anything she has dropped before or during the search. | Return the clothing, unless the search is to continue by placing the tray at least two metres away from the subject. When you have moved away invite the subject to collect the tray, return to her original location and get dressed.  If proceeding to Level 2, ask the prisoner to raise dressing gown to cover top half of her body. |
| Level 1 Ends Here | |
| **LEVEL 2** | |
| If there is any suspicion or intelligence that the woman has concealed any item in her underwear, or any illicit articles have been discovered concealed, during Level 1 of the search, proceed as follows: | |
| Ask the woman to lower her dressing gown to her waist and remove her bra. Ask her to place the bra in the tray and place it at least two metres away from herself so that staff can collect it. Ask her to return to her original position. | Collect the tray and search the bra. |
| Ask her to hold her arms up and turn around whilst observing her upper body. Check her hands.  NOTE: If necessary, the woman can be required to expose part of her body where items are thought to be concealed i.e. under breasts. | Return the bra by placing the tray at least two metres away from the subject. When you have moved away invite the subject to collect the tray, return to her original position and put her bra and dressing own back on. |
| Ask her to remove her knickers and place them in a tray. Ask her to place the tray at least two metres away from herself so that staff can collect it. Ask her to return to her original position. | Collect the tray and search the knickers. |
| Once the knickers have been searched ask her to raise the dressing-gown to her waist and observe lower half of her body. Ask the woman to stand with her legs apart while the lower half of her body is observed.  If necessary, the women can be required to expose part of her body where items are thought to be concealed, i.e. under the stomach.  *Staff must be aware of the policy applying to the removal and disposal of sanitary wear.* Externally applied sanitary towels will be removed and placed in an appropriate container and disposed of. *A replacement must be provided. Staff must not remove, or ask the subject to remove, internally fitted tampons.*  *A women must never be asked to squat.* |  |
| Look at the area around her for anything she may have dropped before or during the search. |
| Ask her to step to one side to ensure she is not standing on anything she has dropped before or during the search. | Return the clothing by placing the tray at least two metres away from the subject. When you have moved away invite the subject to collect the tray, return to her original location and get dressed. Search the dressing-gown again. |
| Allow the prisoner time to put on her clothing. |  |
| Sign record to state why Level 2 search was initiated.  **Submit IR and Place on Report if appropriate.** | Sign record to state why Level 2 search was initiated. |