



Our ref: DHS/21/04296

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Sent by email: cassandra.hamill@hrlc.org.au

Dear Ms Hamill

I refer to your application under the *Freedom of Information Act 1991* (the FOI Act), received by the Department of Human Services (DHS) on 30 April 2021 seeking access to:

- a. *Any registers containing records of the semi-naked searches conducted at the AYTC for the period 1 October 2020 to 30 April 2021, including (but not limited to):*
- *information pertaining to the number of semi-naked searches conducted;*
 - *information pertaining to the reasons why the semi-naked searches were conducted;*
 - *the gender and Indigenous status of the people subjected to the semi-naked searches;*
 - *the number of items of contraband located as a result of semi-naked searches; and*
 - *the nature of those items.*

This request includes records required to be kept per section 30(3) of the Act.

- b. *Any documents that provide guidance on the conduct of unclothed searches at AYTC including, without limitation, instructions, manuals, guidelines, policies and directives.*

I apologise that DHS did not make a determination within 30 days as required by the FOI Act. However, DHS has continued to process your application outside of this timeframe. Section 19(2)(a) of the Act provides that an agency can release documents outside of the thirty-day timeframe, and this is still taken to be a determination under the FOI Act.

Determination

No documents have been located relevant to the first part of your request. In August 2020, the Department of Human Services installed full-size body scanning technology at the Kurlana Tapa Youth Justice Centre, reducing the need for partially clothed searches. A review of physical and electronic logs indicates that no partially clothed searches were undertaken during the time period identified in the application.

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Six documents have been located in relation to the second part of your request and these documents are being released to you, with information considered not related to your request removed from Document Five. Please find these documents, and a schedule of documents, attached.

Please note that Security Order 6 - Searching of Residents and Visitors (Document 6) is the current directive document for searches conducted at the Kurlana Tapa Youth Justice Centre. Two General Manager's Notices (Documents 2 and 3) have since been released that change certain requirements/processes within the Security Order (relating to body scanners and the authority to conduct searches), and together these three documents provide operational staff with the current procedure and requirements for conducting searches.

Fees and charges

Consideration has been given to your request for a waiver of fees and charges for the processing of this FOI application. The release of the information sought serves to inform the public about the operations of the agency with respect to the searching of young people at Kurlana Tapa, which I consider to be in the public interest. Additionally, I acknowledge that the request is being submitted by a not-for profit organisation. For these reasons, all fees and charges incurred have been waived in accordance with section 53(2a) of the Act.

Disclosure log

In accordance with the requirements of Premier and Cabinet Circular PC045, details of your FOI application, and the documents to which you are given access, may be published on the agency's disclosure log. A copy of PC045 can be found at <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars>.

If you have any questions in relation to this matter, please contact Fiona Braendler, Senior FOI Officer, on telephone 8413 9094 or by email at DHSFreedomofInformation@sa.gov.au. If you disagree with publication, you will need to advise the Senior FOI Officer within two weeks of the date of this determination.

Yours sincerely



Sally McInnes
ACCREDITED FOI OFFICER

31/ 8 / 2021

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SCHEDULE OF DOCUMENTS – DHS/21/04296

No	Author	Date	Description of document	Determination	Exemption
1.	Youth Justice, Department of Human Services	1/12/2016	Adelaide Youth Training Centre (AYTC) Security Order 6	Released in full	
2.	Youth Justice, Department of Human Services	15/07/2019	General Manager's Notice – Alterations to the Authority to Search Residents of the AYTC	Released in full	
3.	Youth Justice, Department of Human Services	7/08/2020	General Manager's Notice – Body Scanners: Modification to Process and Authority for the Searching of Residents	Released in full	
4.	Youth Justice, Department of Human Services	2020	Poster – Partially Clothed Body Search	Released in full	
5.	Youth Justice, Department of Human Services	Undated	Power Point – Training Centre Searches	Released in part	Pages 7 – 28 and 61 – 69 removed as not relevant to request
6.	Youth Justice, Department of Human Services	Undated	AYTC Admission Phase – Custodial Intake Screening and Re-Screening Guidelines	Released in full	

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Adelaide Youth Training Centre Security Order

Version 2.1

Date: 1/12/2016



Government of South Australia
Department of Human Services

6. SEARCHING OF RESIDENTS AND VISITORS

1. SECURITY ORDER STATEMENT

1.1 Intent

The power to search Adelaide Youth Training Centre (AYTC) residents is provided in the *Youth Justice Administration Act 2016*. The searching of AYTC visitors is subject to the Youth Justice Administration Regulations 2016. Searching of residents on admission to the AYTC and return from absence (be it court or leave) and following contact visits is a key component of the AYTC's access control measures.

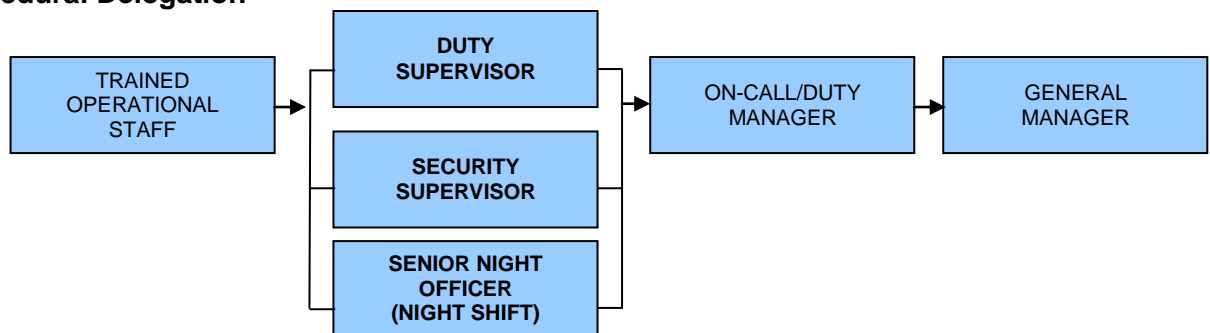
Searching of residents within the AYTC campuses is a core component of AYTC security and is in place to support the safety of residents, AYTC staff and all personnel.

Approved resident search techniques utilised on AYTC campuses are pat down searches, wand scan searches and unclothed searches. In all circumstances the least intrusive search will be utilised in order to meet the required level of safety and security.

1.2 Scope

This Security Order applies across all AYTC campuses and may apply in part to operational staff escorting young people outside of the AYTC grounds.

1.3 Procedural Delegation



1.4 Definitions and Acronyms

Wand Scan involves the use of an approved hand held metal detector on a fully clothed person.

Pat Down Search involves the careful patting down of a person's clothed body, after the removal of outer garments (coat, jacket) and shoes.

Unclothed Search involves visual examination of the person's body after removal and searching of all garments.

Maybo Techniques - Maybo is the company that delivers training packages to the AYTC. These include SAFERcare™ for conflict management, SAFERPI™ for handcuffing and SAFERPI™ for assault reduction, disengagement and holding (use of reasonable force).

1.5 Related Documents

- *Youth Justice Administration Act 2016*
- *Youth Justice Administration Regulations 2016*
- *Emergency Order EO7 Code Yellow – Immediate Danger*
- *Security Order 5 – Contraband and Prohibited Activities*
- *Security Order 10 – Access Control*
- *Operational Order 18 - Planned Intervention*
- *Operational Order 24 – Use of Reasonable Force*
- *Operational Order 33 – Incident Reporting*
- *Operational Order 41 – Resident Property*
- *Operational Order 52 – Preservation of Evidence and Crime Scenes*
- *Operational Order 59 – Infection Control: Standard Precautions*
- *Operational Order 60 – Infection Control: Staff and Resident Safety*

2. RESPONSIBILITIES

2.1 Responsibilities of All Operational Staff

Searching of residents and visitors is the responsibility of all operational staff.

It is the responsibility of all operational staff when searching a resident or visitor to:

- Wear appropriate approved Person Protective Equipment (PPE)
- Consider their personal safety at all times whilst performing a search:
 - Refer to section 3.5 of this Security Order - Personal Safety Whilst Searching
- Maintain the dignity of residents and visitors during all personal searches, including consideration of sex or gender identity, culture and religion
- Record all unclothed searches in the appropriate Unclothed Search Register
- Only use force to secure compliance of a resident for the purpose of a search at the approval of the Duty Supervisor (use of force without approval in the circumstance where a person's actions or behaviour in refusing a search dictate its use in accordance with Operational Order 24 - *Use of Reasonable Force* is authorised)
- Act at all times in accordance with this Security Order with respect to searching residents or visitors.

2.2 Responsibilities of the Duty Supervisor

It is the responsibility of the Duty Supervisor to:

- Oversee the practice and quality of pat down, wand and unclothed searches across the campus including admissions, medical and visits areas
- Respond appropriately to intelligence in relation to contraband and coordinate targeted resident searches as appropriate
- Ensure operational staff record all searches correctly in the appropriate Unclothed Search Register
- Counter sign relevant directed and routine unclothed searches in the Unclothed Search Register.

2.3 Responsibilities of the Security Services Supervisor

It is the responsibility of the Security Services Supervisor to:

- Be independently satisfied that quality pat down, wand and unclothed searches are conducted consistently across all AYTC campuses in accordance with this Security Order
- Conduct monthly audits on the frequency and quality of unclothed searches
- Ensure appropriate PPE is made available to facilitate all pat down, wand and unclothed searches
- Ensure operational staff record all searches correctly in the appropriate Unclothed Search Register
- Counter sign relevant directed and routine unclothed searches in the Unclothed Search Register.

3. DETAILED STEPS, PROCEDURES AND ACTIONS

3.1 Authority to Search Residents

Residents are to be unclothed searched in accordance with section 3.9 of this Security Order:

- When the resident is admitted into the AYTC or returns after an absence from the AYTC
- When the resident has had a full contact visit with a domestic visitor to the AYTC and either:
 - A positive ion scan of a resident has been determined:
 - Note that it is a requirement that one (1) resident from each visit session returning a negative ion scanner result will be unclothed searched. These searches will be conducted randomly, or
 - The ion scanner, or an appropriately trained staff member, is not available
- Where there is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the security of the AYTC or safety of any individual an unclothed search must be conducted with the Duty Supervisor's approval.

Residents are to receive a cursory pat down search in accordance with section 3.7 of this Security Order:

- Prior to commencing any movement around the AYTC, including when exiting the Learning Centre, Health Centre and accommodation units
- If there is a suspicion the resident may be carrying contraband, that resident should be removed to an appropriate location and a full pat down search conducted in accordance with this Security Order. If an unclothed search is deemed necessary, authorisation from the Duty Supervisor is required prior to the search being conducted.

Residents are to be pat down searched in accordance with section 3.6 of this Security Order:

- On leaving any interview, appointment, domestic visit or professional visit
- At any other time where there is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the security of the AYTC or safety of any individual.

In addition to any supporting pat down search residents are to be wand searched:

- On leaving any class room or workshop
- On leaving the Health Centre and Learning Centre
- At any other time where there is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the security of the AYTC or safety of any individual.

3.2 Authority to Search Visitors

Visitors may be subjected to the following searches:

- Metal detector scan
- Pat down search in accordance with section 3.6
- Wand scan in accordance with section 3.8
- Ion-Scan.

3.3 Body Cavity Search Authority

Body cavity searches of residents are not authorised in the AYTC unless approved by the Director, Youth Justice and performed by a qualified medical practitioner.

Approval for a body cavity search must only be granted where:

- There is evidence or reasonable grounds to suspect that a resident is carrying an item of contraband within their person that:
 - Poses a serious risk to themselves or others
 - Poses a significant threat to the security of the AYTC
- The management of the individual through other means (such as separation) would not effectively mitigate the risk.

Body cavity searches of visitors are not authorised.

3.4 Grievance and Non-Compliance Process

Where a resident objects to a search or becomes non-compliant:

- The resident will be secured in a sterile room
- Their objection is to be recorded and reported to the Duty Supervisor
- The Duty Supervisor will attend the location and give direction:
 - Reasonable force may be used to secure compliance only on the direction of the Duty Supervisor. Where force is used to secure compliance the duty/on-call Manager must be advised by the approving Supervisor.

Residents have a right to evoke an official grievance process in relation to an objection to be searched.

Where a visitor refuses a search or becomes non-compliant:

- The visitor will be directed to leave the AYTC in accordance with Security Order 10 – *Access Control*.

3.5 Personal Safety Whilst Searching

When conducting a search (be it pat down, wand or unclothed) the searcher should:

- Ensure hand hygiene is performed and PPE appropriate to the task is worn at all times whilst searching residents or visitors in accordance with Operational Order 59 – *Infection Control: Standard Precautions*
- Assess the compliance of a resident or visitor prior to performing a search by directing them to assume appropriate postures:
 - Where the search is a pat down or wand search compliance can be tested by approaching the resident or visitor from behind and placing an outstretched hand in the centre of their back momentarily prior to commencing the search
 - Ask the resident or visitor if they are carrying any items which may cause injury
 - Where the resident or visitor exhibits non-compliance seek the support of nearby staff, Behaviour Support Officers or the Duty Supervisor. Consider withdrawing from the area as appropriate or enacting Emergency Order *EO7 Code Yellow – Immediate Danger*.
- Position themselves in such a way as to allow themselves to withdraw from the situation:
 - Where the search is a pat down or wand search position themselves at a safe distance from the resident or visitor when observing the mouth/ears/hair and behind the resident or visitor at all times they are in contact with, or in close proximity to, the resident or visitor
 - Where the search is an unclothed search of a resident, ensure the door to the room remains open, the observer is outside the room and the path to the door is unobstructed
- Where possible ask the resident or visitor being searched to turn out their pockets and belt-line:
 - Where this is not possible, never place their hand in a pocket of a person being searched. Instead, check the contents of pockets using a patting motion from outside the pocket
 - If appropriate and dependent on the demeanour of the resident or visitor ask that they remove any detected item and place it on the floor in front of them rather than remove an item and risk injury
- Use a patting motion when performing pat down checks in preference to sliding motions

- Be mindful of the potential of a sharp being concealed on an individual and if discovering a needle or sharp:
 - Never touch the needle on any surface that would typically break the skin in its use
 - Always use gloves to handle any sharp
 - Act in accordance with Operational Order 60 – *Infection Control: Staff and Resident Safety* should any injury (Blood and Bodily Fluid Exposure) occur from a sharp (potential injuries include needle-stick, abrasion or laceration)
 - Ensure the sharp is disposed of in an appropriate puncture-proof sharps container in accordance with Operational Order 59 – *Infection Control: Standard Precautions*
 - Where possible bring the container to the sharp and avoid carrying sharps into operational areas or over long distances.

3.6 Pat Down Search Process

Staff performing a pat down search on a resident or visitor should:

- Ensure they are acting in accordance with section 3.5 of this Security Order - Personal Safety Whilst Searching
- Ensure that they are standing at a safe distance from the individual and in sight of a second staff member
- Search any heavy outer garments and items being carried
- Direct the individual to empty all pockets of their contents and place them on the ground or other appropriate surface
- Pay close attention to: collars, cuffs, facings, lapels, seams and linings of clothing; heels and linings of shoes when conducting a pat down search
- Direct the individual to remove their shoes, search in the shoe, paying attention to the inner soles, laces and opened stitching or soles
- Direct the individual to remove their socks, turn them inside out and shake them
- Direct the individual to face them and hold out both hands with fingers outstretched and palms facing up. Ensure there is no contraband in the individual's hand
- Direct the individual to tilt his or her head forward and rub their fingers vigorously through their hair from back to front
- Direct the individual to open their mouth wide and move their tongue or manipulate their cheeks in such a way that ensures there is no contraband in their mouth
- Direct the individual to turn his or her head to each side and to pull the ears forward
- Direct the individual to stand (preferably facing a wall) with their back to you, their feet apart and both arms straight and raised or on the wall. This should be at a distance where the individual is still comfortable and can maintain their balance
- Carefully pat down the individual, starting at the back of the head. Follow a direct course around the collar, ensuring that nothing is hidden inside or under the collar of the shirt.
- Place both hands on the base of the individual's neck, covering the shoulders with palms open
- Pat down the back and side to the belt line
- Place one hand under the individual's armpit and the other hand on top of his or her shoulder and carefully pat down the entire length of both sleeves
- Direct the individual to remove any belt worn, release the belt line and turn it out, search the belt line
- From the back of the waistline, carefully pat down over the buttocks and sides of the hips and legs
- If the individual is wearing long trousers, starting at either leg, place both hands around the leg and carefully pat down from the top down. Search any trouser turn-ups or cuffs and then repeat for the other leg
- Direct the individual to lift one leg at a time to display the soles of his or her feet and toes (if shoes have been removed)
- Direct the individual to wiggle his or her toes (to release anything held there).

3.6.1 Pat Down Search Requirements

The searcher must ensure during all pat down searches that:

- Consideration is given to the sex or gender identity of the person being searched
- Special consideration is given to any particular cultural needs of the person being searched
- Special consideration is given to the proper handling of religious material and sacred items
- Searches are not to be carried out unnecessarily, arbitrarily or (in the case of a resident) as a form of punishment
- That in the implementation of searches, they maintain the dignity of the individual being searched
- That they do not place themselves in any compromising situations.

3.7 Cursory Pat Down Search Process

When conducting a cursory pat down search, the searching staff will:

- Ask the resident if they have any unauthorised articles on their person
- Remove and search any item the resident is carrying
- Stand behind the resident and then:
 - Start at the collar, and feel around the neck to ensure nothing is being secreted
 - Run hands in a patting motion over the outside of the clothing – along the shoulders, down each arm and over the back area - attention should be paid to searching the arm pit area
 - Continue by hand patting over clothing on front torso/lower abdomen of the resident (still from behind), down to the waist
 - Ask the resident to roll out the waist band of their trousers
 - Shake the track pants and run your hands in a patting motion down the legs – paying particular attention to turn-ups/hems
- If contraband is found on the resident, confiscate the article. If they refuse, call for assistance from either nearby staff or the radio:
 - Move the resident to more suitable location and notify Duty Supervisor or the Senior Night Officer
 - Ask for explanation, for instance 'Where did the item come from?'

The requirements of section 3.6.1 of this Security Order are to be given the same consideration for cursory pat down searches.

Any contraband found during cursory pat down searches is to be managed in accordance with Security Order 5 – *Contraband and Prohibited Activities*, section 3.8 Seizure of Contraband.

3.7.1 Safety During a Cursory Pat Down Search

Staff must ensure they are acting in accordance with section 3.5 of this Security Order - Personal Safety Whilst Searching:

- Prior to conducting any search, the youth worker should put on a pair of gloves
 - A pat down motion must be used in preference to a sliding-hand motion when conducting a cursory search.

3.8 Wand Scan Search Process

Staff performing a wand search on a resident or visitor must:

- Ensure they are acting in accordance with section 3.5 of this Security Order - Personal Safety Whilst Searching
- Direct the individual to stand on a search box if available
- Direct the individual to empty all pockets of their contents
- Direct the individual to remove their shoes
- Direct the individual to face away from you
- Direct the individual to raise their arms up 90 degrees to their torso, with the palms of their hands facing upwards
- Direct the individual to place their legs and feet apart, feet flat on the ground. This should be at a distance where the individual is still comfortable and can maintain their balance
- Ensure the individual remains in this posture for the duration of the wand search
- Right side of the body
 - Run the scanner approximately five (5) centimetres from the body beginning at the right side of the individual's foot
 - Move the wand up the right side of the individual's body to their armpit
 - Move the wand along the underside of the individual's right outstretched arm, around their right hand and then across the top of the right arm to the neck.
- Head area
 - Move the wand over the individual's head passing the right ear, over and around the head area and down past their left ear to the neck.
- Left side of the body
 - Repeat methods used for the right side
- Inside legs and crotch
 - Move the wand from inside the individual's right foot along the inside of the right leg to the crutch then down the inside left leg to the left foot.
- Back of body
 - Move the wand (holding it lengthwise and flat across the individual's body) down the individual's back and legs
- Shoes
 - Perform a scan of the individual's shoes
- Front of body
 - Direct the individual to face you
 - Repeat methods used for the back of the body.

3.8.1 Wand search requirements

The searcher must ensure during all pat down searches that:

- Special consideration is given to the proper handling of religious material and sacred items
- Searches are not to be carried out unnecessarily, arbitrarily or (in the case of a resident) as a form of punishment
- That in the implementation of searches, they maintain the dignity of the individual being searched
- That they do not place themselves in any compromising situations.

3.9 Unclothed Search Process

Unclothed searches must only be conducted on residents:

- South Australia Police must be utilised where there is reasonable grounds to suspect a visitor may have something on their person that is not detectable via a wand-scan or pat down search.

Staff performing an unclothed search must:

- Ensure they are acting in accordance with section 3.5 of this Security Order - Personal Safety Whilst Searching
- Advise the resident:
 - *Pursuant to section 30 of the Youth Justice Administration Act 2016, I am authorised to conduct an unclothed search. For the purposes of the search, you will be required to open your mouth, remove all clothing, adopt particular postures or do anything else reasonably necessary, as directed. Non-compliance with unclothed search directions will result in you remaining in this area until, such time as you are prepared to comply with all reasonable directions*
- Allow the resident an opportunity to voluntarily surrender any illicit object or substance in their possession. On admission anything voluntarily surrendered shall not be subject to AYTC behaviour support measures
- Direct the resident to remove their shoes and belt, search in the shoe, paying attention to the inner soles, laces and any split or torn stitching or soles. Search the belt
- Beginning with items of clothing above the waist
 - Direct the resident to remove each item and hand them over for searching
 - Search each item after it has been removed paying particular attention to seams, pocket linings, lapels, shirt cuffs and collars
- Direct the resident to bend their head forward and rub their fingers vigorously through their hair from back to front
- Direct the resident to raise their head and open their mouth wide, moving their tongue around thus ensuring the mouth is clear
- Direct the resident to turn their head to each side and to pull the ears forward
- Direct the resident to raise the arms with fingers outstretched and palms up ensuring there is nothing in the resident's hands
- Direct the resident to maintain this position and turn around. Ensure that their upper body is observed including armpits
- Direct the resident to lift their skin folds or breasts and search these areas
- Once satisfied that no contraband exists above the waist, return or issue (on admission) the young person a bra and t-shirt (females) or t-shirt (males) to wear for the remainder of the search
- Continue on all items below the waist
 - Direct the resident to remove their pants/shorts/skirt and handover for search
 - Search each item after it has been removed paying particular attention to seams, pocket linings, flies, waist bands and trouser cuffs
 - Direct the resident to remove their socks, turn them inside out and shake them below their knees
 - Direct the resident to lift one leg at a time to display the soles of their feet, wiggle their toes (to release anything held there)
 - Direct the resident to remove their undergarments and shake them vigorously below their knee level before passing them to the searcher for search
 - Direct the resident to turn around, observe the body and genital area
 - Male residents are to be directed to lift their genitalia
 - Female residents are to remove sanitary items for disposal
 - This part of the process should be thorough yet as brief as possible
 - Direct the resident to face away, squat to the floor with arms to their sides and cough
- Once satisfied that no contraband exists, return or issue (on admission) the resident's underwear and clothes.

3.9.1 *Detection of contraband during unclothed searches*

Where contraband is observed on a resident during an unclothed search:

- Direct the resident to place the object on the floor prior to taking possession and control of the contraband
- Act in accordance with Security Order 5 – *Contraband and Prohibited Activities*.

3.9.2 *Unclothed search requirements*

Any staff member performing an unclothed search or observing an unclothed search must:

- Ensure all unclothed searches are non-contact searches
- Never introduce an object into an orifice of a resident's body
- Ensure they are the same sex or gender identity as the resident being searched:
 - Where there are any concerns regarding the appropriate sex of the staff member to conduct the search, consult with the Duty Supervisor, taking into consideration the preference of the young person being searched and any other relevant information (e.g. SAPOL documentation received on admission to the AYTC)
- Ensure that a second trained staff member is present as an observer
- Ensure that the observer is, where possible, the same sex or gender identity as the resident and where it is not possible, ensure the observer is positioned in such a way as to observe the searcher but not observe the resident being searched
- Ensure special consideration is given to any particular cultural needs of the resident
- Ensure special consideration is given to the proper handling of religious material and sacred items
- Ensure they never perform a search unnecessarily, arbitrarily or as a form of punishment
- Ensure that they maintain, the dignity of the resident
 - Ensure the resident is semi-naked only for as long as necessary
- That they do not place themselves in any compromising situations
- Ensure that all un-clothed searches are recorded appropriately including the outcomes
- Report to the Duty Supervisor any non-compliance in the application of unclothed searches with regard to this Security Order.

3.9.3 *Opportunity to Voluntary Surrender Contraband*

Staff conducting an unclothed search on admission or return from absences or for any other purpose must give the resident an opportunity to voluntarily surrender, in private, any illicit object or substance in their possession.

- Any resident voluntarily surrendering contraband on admission shall not be subject to AYTC behaviour support measures
- Residents voluntarily surrendering contraband under any other circumstances may be subject to behavioural support measures. However, their honesty should be taken into account when determining an appropriate response.

3.9.4 *Process of Use of Force during an Unclothed Search*

Use of force for the purpose of an unclothed search must only occur where failing to do so would:

- Place the resident in imminent risk
- Be operationally impractical to manage otherwise.

The use of force during an unclothed search must in any case be authorised by the Duty Supervisor and be in accordance with Operational Order 24 – *Use of Reasonable Force*:

- Prior to authorising the use of force for the purpose of an unclothed search the Duty Supervisor must seek approval from the Duty/On-call Manager.

Where the use of force has been authorised by the Duty/On-call Manager for the purpose of an unclothed search, the Duty Supervisor must:

- Where planned intervention is necessary in order to gain the compliance of the resident ensure the intervention takes place in accordance with Operational Order 18 - *Planned Intervention*
- Ensure that only the appropriate number of staff are present to complete the search safely:
 - Where possible ensure all staff present are the same sex or gender identity as the resident
- Ensure the resident is situated in, or moved under controlled escort to, a safe room
- Ensure the resident is placed in the prone position face down
- Ensure that by utilising approved Maybo techniques that operational staff have the resident's limbs immobilised to prevent injury:
 - It may be necessary to remove mechanical restraints for this purpose
- Ensure an at-risk canvas blanket is placed over the resident such that the resident is covered from the waist line to the knee
- Ensure that utilising a set of safety scissors or a life knife:
 - Firstly, that the resident's pants/shorts and underwear are removed from under the blanket whilst, as much as is possible, maintain the dignity of the resident
 - Then the resident's upper garments are removed
- Ensure all garments and any detected contraband are removed from the safe room:
 - All items of contraband must be handled in accordance with Security Order 5 – *Contraband and Prohibited Activities*
- Ensure an at-risk canvas smock is provided for the resident to wear (placing it on the floor next to the resident if the resident remains non-compliant)
- Ensure that as soon as is practicable and appropriate, staff withdraw safely from the safe room using approved Maybo techniques
- Ensure all participating staff submit reports and prepare a C3MS incident case in accordance with Operational Order 33 – *Incident Reporting*
- As soon as practicable following the use of force, ensure an examination of the resident by a health professional to assess their health/mental health condition and needs.

3.10 Use of Sniffer Dogs

The General Manager must seek approval from the Director, Youth Justice, to authorise the use of Sniffer Dogs for the purpose of large scale resident searches.

The use of Sniffer Dogs in the searching of residents involves residents lining up (typically against a wall) with the dog moving down the line. The dog will only make minimal contact with residents in this process and will react passively to any detection (typically sitting down).

The General Manager, AYTC, or Duty Manager, must ensure:

- Staffing and AYTC operations are coordinated as appropriate to support the use of Sniffer Dogs where their use is authorised.

The Duty Supervisor must:

- Liaise with dog handlers to ensure appropriate processes are carried out
- Coordinate staff to respond appropriately to any Sniffer Dog detection:
 - Consider use of an unclothed search or pat down search in accordance with this Security Order
- Report in writing on the results of any use of Sniffer Dogs to the Security Services Manager.

3.11 Confiscation/Disposal of Property and Contraband

All items of contraband or items of a dangerous nature that are confiscated from young people are to be packaged, secured and recorded in accordance with:

- In the case of contraband:
 - Security Order 5 – *Contraband and Prohibited Activities*
- In the case of Evidence (has been or may have been utilised in committing an offence):
 - Operational Order 52 – *Preservation of Evidence and Crime Scenes*.

Confiscated Items that are not classified as dangerous may at the approval of the Duty Supervisor be stored in the resident's personal property until release in accordance with Operational Order 41 – *Resident Property*.

4. CULTURAL IMPACT

This Security Order aims to deliver culturally inclusive outcomes. The interests of people from diverse cultural backgrounds should be taken into consideration, and cultural impact assessed on an individual basis.

5. ENSURING OPERATIONAL COMPLIANCE


The Security Services Manager must:

- Be independently satisfied that the searching of residents is consistently carried out in accordance with this Security Order
- Report to the Security and Infrastructure Committee on the quality and frequency of pat down, wand and unclothed searching and any related matters.

The General Manager, AYTC, must:

- Ensure delegated officers understand their responsibilities and conduct their duties in line with the requirements set out in this Security Order
- Ensure all responsible officers have access to the necessary training and orientation to equip them to conduct their areas of responsibility
- Ensure regular audit of compliance with this Security Order and report any non-compliance in the monthly audit report for the Director, Youth Justice.

This Security Order will be reviewed in accordance with Business Order 40 – *AYTC Orders – Dissemination and Review*.

Authorised by:	 Sue Barr, Director Youth Justice
Date Authorised:	1/12/2016
Delegated Authority:	General Manager, Adelaide Youth Training Centre

Version	Date of Version	Next Review Due
2.	1/12/2016	1/12/2018
1.1	13/04/2016	
1.	30/04/2014	



Government
of South Australia

Department of Human Services

Adelaide Youth Training Centre

General Manager's Notice

To: All Operational Staff

Subject: Alterations to the Authority to Search Residents of the AYTC

Effective: Immediately

This GM's notice formally modifies:

1. The authority to search residents following domestic contact visits. As such, this notice replaces section 3.1 of Security Order 6 – *Searching of Residents and Visitors* until its next review (at which point this notice will be rescinded).
2. The language of unclothed searches to 'partially clothed searches'

Following a review of the regime of risk mitigations applied to domestic visits, authority to conduct random partially clothed searches (previously known as unclothed searches) is withdrawn from Security Order 6 - *Searching of Residents and Visitors*. As a result:

- **Random partially clothed searches on residents are to cease, effective immediately.**

These changes have been consulted with the industrial and HSR group. The subsequent review of Security Order 6 - *Searching of Residents and Visitors* will be consulted with all operational staff in the coming weeks.

Section 3.1 of Security Order 6 - *Searching of Residents and Visitors* will be amended as follows:

3.1 Authority to Search Residents

3.1.1 Authority to conduct Partially Clothed Searches

Partially clothed searches are to be conducted on residents in accordance with section 3.10 of this Security Order under the following circumstances:

- When the resident is admitted into the AYTC or returns after an absence from the AYTC
 - This may not apply where the absence involved the young person being secured to an operational staff member via mechanical restraints for the duration of the absence and it is the view of the worker and the supporting worker that the resident had no means of acquiring any contraband (in such a case, a Wand Scan and Pat Down Search will apply)
- When the resident has had a full contact visit with a domestic visitor to the AYTC and:
 - A positive ion scan has been returned for the resident
 - The Duty Supervisor believes there is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the safety of the resident or others, the security of the AYTC or centre order

- The ion scanner, or an appropriately trained staff member, is not available and:
 - the Duty Supervisor believes there is reasonable cause to suspect that the resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the safety of the resident or others, the security of the AYTC or centre order; or
 - A managerial direction is in place
- There is approval and direction from a manager through a valid Dynamic Risk Management Plan that would cause the resident to be subject to a partially unclothed search

Partially clothed searches will also be conducted on a resident of the AYTC at any time where:

1. There is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the safety of the resident or others, the security of the AYTC or centre order; and
2. The search is authorised by the Duty Supervisor in writing.

3.1.2 Authority to conduct Pat Down Searches

Residents are to receive a cursory pat down search in accordance with section 3.9 of this Security Order:

- Prior to commencing any movement around the AYTC, including when exiting the Learning Centre, Health Centre and accommodation units
- To supplement an ION scan following domestic visits
- If there is a suspicion the resident may be carrying contraband, that resident should be removed to an appropriate location and a full pat down search conducted in accordance with this Security Order. If a partially clothed search is deemed necessary, authorisation from the Duty Supervisor, Accommodation Supervisor, Security Supervisor or a Manager is required prior to the search being conducted.

Residents are to be pat down searched in accordance with section 3.8 of this Security Order:

- On leaving any interview, appointment, domestic visit or professional visit
- At any other time where there is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the security of the AYTC or safety of any individual.

3.1.3 Authority to conduct Wand Scan Searches

In addition to any supporting pat down search, residents are to be wand searched:

- On leaving any class room or workshop
- On leaving the Health Centre and Learning Centre
- To supplement an ION scan following domestic visits

At any other time where there is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the security of the AYTC or safety of any individual.

The process for searches following domestic visits therefore becomes:

3.4 Search Process following a Domestic Visit

Under all other circumstances, the following search regime will apply:

- An ION Scan
- A Pat Down Search
- A Wand Scan

A resident will only be subject to a Partially Clothed Search following a domestic visit under the following circumstances:

- A positive ION scan has been returned for the resident
- The Duty Supervisor believes there is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the safety of the resident or others, the security of the AYTC or centre order
- The ion scanner, or an appropriately trained staff member, is not available and the Duty Supervisor believes there is reasonable cause to suspect that a resident has in his or her possession any substance or item that is prohibited in the AYTC or that may jeopardise the safety of the resident or others, the security of the AYTC or centre order
- There is approval and direction from a manager through a valid Dynamic Risk Management Plan that would cause the resident to be subject to a partially unclothed search.

Effective Date: 15/07/2019



Leslie Turner
A/General Manager
Adelaide Youth Training Centre



Government
of South Australia

Department of Human Services

Kurlana Tapa Youth Justice Centre

General Manager's Notice

To: All Operational Staff

Subject: Body Scanners: Modification to Process and Authority for the Searching of Residents

Effective: Immediately

Intent

This General Manager's (GM) notice:

- Formally modifies the authorities granted in section 3.1 of Security Order 6 – *Searching of Residents and Visitors* until its next review (at which point this notice will be rescinded).
- Establishes processes for the searching of residents following the introduction of Millimetre Wave Body Scanners into Kurlana Tapa Youth Justice Centre (Kurlana Tapa).
- Notifies all staff that effective immediately, *partially clothed searches* on residents of Kurlana Tapa will only occur as a last resort where:
 - In accordance with section 2.1 of this notice:
 - Consistent and repeatable intelligence provided by ION scan or body scan supports the need for the partially clothed search; and
 - The young person has been given multiple opportunities to surrender any contraband; and
 - The *body scan* process has not eliminated the possibility of contraband; and
 - A pat-down and wand-scan search cannot, or has not, eliminated the possibility of contraband; and
 - Intelligence is not available to enable a targeted partially clothed search; and
 - The Duty/On-Call Manager approves the search.

In the same manner, in any use of a *targeted partially clothed search* will:

- Be as a last resort in the circumstances; and
- Only occur with the approval of the Duty/On-Call Manager.

This notice is to be read in conjunction with SO6 - *Searching of Residents and Visitors*. Unless specifically stated, this notice does not replace responsibilities and requirements placed on staff in SO6.

Definitions

A **partially clothed search** involves a staff member leading a young person through a prescribed set of instructions to enable a systematic visual search of the young person's body, inside their mouth and ears, and their clothing.

- A young person is never fully naked during a partially clothed search, however, both the upper body and lower body are searched.
- Partially clothed searches will be conducted in accordance with section 3.9 of SO6 – *Searching of Residents and Visitors*.

A **targeted partially clothed search** is a less intrusive, focused search of a young person led by intelligence (a visual representation of the location of contraband provided by a MMW scanner).

- A targeted partially clothed search is defined as any search (other than a full *partially clothed search*) that requires the young person to remove any item of clothing, or manipulate their clothing in such a way, that would expose any sensitive area of the body (i.e. genitals, breasts or buttocks);
- A targeted partially clothed search (while focused in nature) will be conducted in accordance with section 3.9 of SO6 – *Searching of Residents and Visitors*.

A **body scan** involves the use of a MMW Scanner to avoid the need for a young person to be naked during a search.

- In order to ensure an effective scan, a young person subject to a body scan will be required to:
 - Remove their shoes and socks, allowing the staff member to see under their feet and to search their shoes and socks
 - Open their mouth allowing the staff member to see inside their mouth and under their tongue
 - Remove any hear-ties prior to the scan
 - Remove any outer garments (i.e. jumper or coat)
 - Stand with their feet apart and their arms away from their sides
- A body scan will be conducted in accordance with section 2.1 of this notice.

Procedure and Process

1 Authority to Search Residents

1.1.1 Authority to conduct a Body Scan

All operational staff of Kurlana Tapa have the authority to use a MMW Scanner where:

- Its use is in accordance with this notice and SO6 – Searching of Residents and Visitors
- The staff member is trained in the operation of the Body Scanner.

Body Scans are to be conducted on residents in accordance with section 3.10 of this Security Order under the following circumstances:

- On admission to Kurlana Tapa and on return from absence
- Following any contact visit with a domestic visitor to Kurlana Tapa; or
- Where
 - There is reasonable cause to suspect that a resident has, in his or her possession, any substance or item that is prohibited in Kurlana Tapa or that may jeopardise the safety of the resident or others, the security of Kurlana Tapa or centre order; and
 - The search is authorised by the Duty Supervisor in writing.

1.1.2 Authority to conduct a Partially Clothed Search

On publication of this notice, a partially clothed search may only be conducted with the approval of the Duty/On-Call Manager and either:

- It is as a last resort in that:
 - In accordance with section 2.1 of this notice:
 - Consistent and repeatable intelligence provided by ION scan or body scan supports the need for the partially clothed search; and
 - The young person has been given multiple opportunities to surrender any contraband; and
 - The *body scan* process has not eliminated the possibility of contraband; and
 - A pat-down and wand-scan search cannot, or has not, eliminated the possibility of contraband; and
 - Intelligence is not available to enable a *targeted partially clothed search* (e.g. MMW Scanner equipment failure or other dependent systems failure); and
 - The Duty/On-Call Manager approves the search.
- Or some other, as yet unforeseen, circumstance.

1.1.3 Authority to conduct a targeted Partially Clothed Search

A targeted Partially Clothed Search may only be conducted with the approval of the Duty/On-Call Manager and only:

- Where it is as a last resort in line with section 1.1.3.

1.1.4 Authority to conduct Pat-Down Searches

All operational staff of Kurlana Tapa have the authority to conduct pat-down searches where:

- The search is in accordance with this notice and Security Order 6 – *Searching of Residents and Visitors*
- The staff member is trained in conducting pat-down searches.

Residents are to receive a cursory pat down search in accordance with section 3.9 of Security Order 6 – *Searching of Residents and Visitors*:

- Prior to commencing any movement around Kurlana Tapa, including when exiting the Learning Centre, Health Centre, Community Centre and accommodation units
- As a less intrusive alternative to partially clothed search following detection of contraband via either MMW Scanner or ION scanner

Residents may also be pat-down searched where:

- There is reasonable cause to suspect that a resident has, in his or her possession, any substance or item that is prohibited in Kurlana Tapa or that may jeopardise the safety of the resident or others, the security of Kurlana Tapa or centre order.

1.1.5 Authority to conduct Wand-Scan Searches

All operational staff of Kurlana Tapa have the authority to conduct wand-scan searches where:

- The search is in accordance with this notice and Security Order 6 – *Searching of Residents and Visitors*
- The staff member is trained in conducting wand-scan searches.

In addition to any supporting pat down search, residents are to be wand-scanned:

- On leaving any class room or workshop
- On leaving the Health Centre and Community Centre
- As a less intrusive alternative to partially clothed search following detection of contraband via either body scanner or ION scanner

Wand-scans may also be performed:

- At any other time where there is reasonable cause to suspect that a resident has, in his or her possession, any substance or item that is prohibited in Kurlana Tapa or that may jeopardise the security of Kurlana Tapa or safety of any individual
- To conduct area and property searches if in accordance with SO51 – *Property and Area Searches*.

1.1.6 Authority to conduct an ION scan

All operational staff of Kurlana Tapa have the authority to conduct ION scans.

Residents are to be ION scanned following any contact domestic visit.

ION scans may also be performed:

- At any other time where there is reasonable cause to suspect that a resident has, in his or her possession, any substance or item that is prohibited in Kurlana Tapa or that may jeopardise the security of Kurlana Tapa or safety of any individual
- To conduct area and property searches if in accordance with SO51 – *Property and Area Searches*.

2. Search Processes on Admission to Custody

The following processes will apply in searching residents of Kurlana Tapa.

2.1 Search Processes on Admission to Custody

All residents admitted to Kurlana Tapa will be subject to body scan via Body Scanner. A partially clothed search will only occur as a last resort.

Two staff will be present at all times while the body scan process is undertaken. The staff member conducting the body scan must be of the same sex or gender identity as the resident.

Prior to conducting a body scan, the young person will be required to:

- Remove their shoes and socks, allowing the staff member to see under their feet and to search their shoes and socks
- Open their mouth allowing the staff member to see inside their mouth and under the tongue
- Remove any hear-ties prior to the scan
- Remove any outer garments (i.e. jumper or coat)
- Stand with their feet apart and their arms away from their sides

Where a negative result is returned by the Body Scanner (i.e. no contraband is detected):

- The search is to be considered complete.

Where a positive result is returned by the Body Scanner (i.e. the scanner detects contraband):

- The young person should be asked to surrender the item
 - Where the young person surrenders an item or states they have no contraband:
 - A second body scan should occur to confirm that no objects are detected
 - Where the young person refuses to surrender the item, states they have no contraband or acts in a suspicious manner
 - Supportive conversation is to occur that takes into account the young person's circumstances, age, culture and any disability related needs
 - A second body scan is to be conducted to confirm the detection
 - A further supportive conversation is to occur encouraging the young person to surrender any contraband they may have
 - Where there is a second consistent positive result returned and the young person is consenting to a search:
 - The young person may for be further requested to:
 - Assume a posture or postures that facilitate an additional clearer scan
 - Manipulate or remove clothing to the extent that it does not meet the definition of a partially clothed search or targeted partially clothed search (e.g. lift up a sleeve, lift up a pant leg or roll-out their waste band to enable a visual inspection)
 - If the contraband detection can be effectively invalidated by the above:
 - The search is to be considered complete
 - If the contraband detection cannot be effectively invalidated
 - The Duty Supervisor is to attend and determine the least intrusive option in the circumstances:
 - A combination of pat-down and wand search (where appropriate); or
 - Seek approval from the Duty/On-Call Manager to conduct a *targeted partially clothed search* of the area in which the contraband was detected.
 - In the event that contraband is confirmed by either method, supportive conversation is to occur that includes an explanation

of the process that will follow should the contraband not be surrendered

- The young person is to be directed to surrender the contraband by placing it on the floor or table
- Should the young person continue to refuse to surrender the contraband, the young person is to be managed in accordance with section 2.3.

- Where the young person is not consenting to a search
 - Supportive conversation is to occur that includes and explanation of the process that will follow should the contraband not be surrendered
 - The young person is to be directed to surrender the contraband by placing it on the floor or table
 - The young person is to be managed in accordance with section 2.3.

2.2 *Search Process on Return from Absence, following Contact Domestic Visit or Where There is Reasonable Suspicion of Contraband*

The process for searching a resident returning from absence, completing a contact visit or where there is reasonable suspicion a resident may be carrying contraband will be as follows:

1. A body scan via a MMW Scanner in accordance with section 2.1; followed by
2. An ION scan (unless in the case of a reasonable suspicion of contraband, the contraband is not suspected to be an item or substance detectable by ION scan).

A negative result from both scans negates the need for further searching.

2.3 *Management of a Young Person Refusing to Surrender Contraband*

Should a young person persistently refuse to handover contraband, the young person is to be isolated (in accordance with Operational Order 68 - *Use of Isolation*) under constant observation until the contraband is surrendered.

- Where the young person refuses to surrender the contraband over an extended period, Restricted Routine (in accordance with Operational Order 69 - *Use of Restricted Routine*) is to be utilised to ensure regular exercise occurs

2.4 *Use of Force in the Seizure of Contraband*

In any circumstance, the use of force to gain control of (seize) contraband is authorised where it is in accordance with Operational Order 24 - *Use of Force* and a failure to act would cause a significant risk to:

- The safety of the young person
- The safety of others
- The security of the centre.

Any action under this section, if extending to a use of force to conduct an unclothed search, must be in accordance with section 3.9.4 of SO6 – *Searching of Residents and Visitors*.

Effective Date: 7/08/2020



Sam Ledger

General Manager, Youth Justice Operations and Systems Improvement

PARTIALLY CLOTHED BODY SEARCH

You and your things will be searched when you arrive



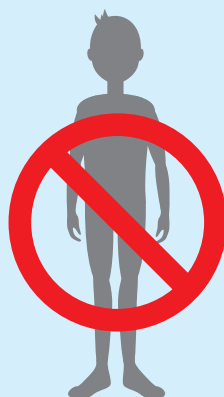
Before the search starts.
Hand over any stuff you shouldn't
have. It'll save lots of hassle.



There must be 2 staff present
during the search but only one staff
member will be able to see you.



During the search you will
not be asked to remove all
your clothes at once.



You will not be fully naked
at any time.



Remember — staff cannot
touch you during the search.

If drugs or weapons are found on you the Police may be contacted

ADELAIDE YOUTH TRAINING CENTRE

TRAINING CENTRE SEARCHES



Session Aim

To provide Operational Staff with the knowledge and skills required to conduct searches including:

- *Area searches*
- *Wand Scan*
- *Ion Scan*
- *Pat Down Search*
- *Unclothed Search*



Session Objectives

At the end of this session you will be able to state:

- *The authority for searches,*
- *The reasons and situations when searches are to be conducted,*
- *The conditions and restrictions under which searches are to be conducted,*
- *The principles of searching,*
- *The correct procedure for the conduct of searches and the security inspection of an environment.*



References

- I. **Security Order NO. 5-** Contraband and prohibited items in a Training Centre,
- II. **Security Order NO. 6** - Searches of residents and visitors,
- III. **Security Order NO. 51** – Property and area searches in a Training Centre.



Authority for Searches in a Training Centre

Rooms and Client/Young Person environs are searched pursuant to:

Youth Justice Administration Act.2016

- The new Youth Justice Administration Act 2016 was passed by Parliament in March.
- It supports contemporary practices in managing young people who offend and the administration of Youth Justice in South Australia. Importantly, these laws balance the vulnerability of children and young people, their rehabilitation needs in the youth justice system, and the importance of community safety.



References

- **Training Centre Orders & Instructions for;**
 - *Area searching,*
 - *Wand Scan,*
 - *Ion Scan,*
 - *Pat Down Search,*
 - *Unclothed Search.*



HAND HELD METAL DETECTOR SCAN



HAND HELD METAL DETECTOR SCAN

All staff performing the scan must:

- *Direct the child, young person to empty all pockets of their contents,*
- *Direct the child, young person to face away from you,*
- *Direct the child, young person to raise their arms up 90 degrees to their torso, with the palms of their hands facing upwards,*
- *Direct the child, young person to place their legs and feet apart, feet flat on the ground,*
- *(This should be at a distance where the child, young person is still comfortable and can maintain their balance),*
- *The child, young person must remain with arms outstretched and legs apart for the entire wand search.*



Right side of the body:

- *Run the scanner approximately 5 centimetres from the body beginning at the right side of the child, young person's foot.*
- *Move the wand up the right side of the child, young person's body to their armpit.*
- *Move the wand along the underside of the child, young person's right outstretched arm, around their right hand, then across the top of the right arm, to the neck.*
- *Head area -Move the wand over the child, young person's head, passing the right ear, over and around the head area, down past their left ear to the neck.*



Left side of the body;

- *Repeat methods used for the right side.*
- *Inside legs and crotch*
- *Move the wand from inside the child, young person's right foot, up along the inside right leg, past the crutch area and down the inside left leg to the left foot*



- Back of Body

- *Move the wand (holding it lengthwise and flat across the child, young person's body) up along the back of the child, young person's body.*
- *Soles of shoes*
- *Direct the child, young person to raise each of their feet and move the wand across the sole of each shoe.*

- Front of body

- *Direct the child, young person to face you.*
- *Repeat methods used for the back of the body.*





PAT DOWN SEARCH



To Conduct a Pat Down Search:

- When performing a Pat down Search on a Child/Young Person all staff must follow this procedure to ensure all searches are:
- *professional,*
- *consistent,*
- *methodical,* and
- *thorough.*



NOTE:

- *A pat-down motion must be used in preference to a sliding-hand motion when conducting clothed body searches. In any event, patting down must be performed with extreme caution to avoid injury from concealed sharp objects.*
- *Pat down searches are usually done in conjunction with a “wandering” search*



- *All staff performing a Pat down Search must;*

For safety:

- *Utilise appropriate PPE,*
- *Ensure that you are standing at a safe distance from the child, young person, and in sight of the second staff member,*
- *Be the same gender.*



- Ask the resident if they have any unauthorized articles on their person
- Remove and search any item the resident is carrying then;
 - Stand behind the resident and ;
 - *Start at the collar, and feel around the neck to ensure nothing is being secreted,*
 - *Run hands in a patting motion over the outside of the clothing – along the shoulders, down each arm and over the back area - attention should be paid to searching the arm pit area*
 - *Continue by hand patting over clothing on front torso/lower abdomen of the resident (still from behind), down to the waist*
 - *Ask the resident to roll out the waist band of their trousers*
 - *Shake the track pants and run your hands in a patting motion down the legs – paying particular attention to turn-ups/hems*



- If contraband is found on the resident, confiscate the article.
- If they refuse, call for assistance from either nearby staff or the radio:
- Move the resident to more suitable location and notify Duty Supervisor or the Senior Night Officer
 - Ask for explanation, for instance '*Where did the item come from?*'.
 - Handle contraband found during pat down searches in accordance with Security Order 5 – *Contraband and Prohibited Activities*, Section 3.8 - Seizure of Contraband.



Test of Objectives

- Name three precautions to be mindful of when carrying out a pat down search?
 - *That you are the same gender,*
 - *That another staff member is in the vicinity and in sight of the procedure,*
 - *Maintain a safe distance,*
 - *Use appropriate PPE.*



Partially unclothed Search



Government of South Australia
Department of Human Services

Aim

To provide Operational Staff with the knowledge and skills required to conduct an partially unclothed search



Situations when Partially unclothed Searches are Conducted

Partially clothed searches on residents of Kurlana Tapa will only occur as a last resort where:

- o In accordance with section 2.1 of this notice:

- Consistent and repeatable intelligence provided by ION scan or body scan supports the need for the partially clothed search; and
- The young person has been given multiple opportunities to surrender any contraband; and
- The body scan process has not eliminated the possibility of contraband; and

- o A pat-down and wand-scan search cannot, or has not, eliminated the possibility of contraband; and

- o Intelligence is not available to enable a targeted partially clothed search; and

- o The Duty/On-Call Manager approves the search.

In the same manner, in any use of a targeted partially clothed search will:

- Be as a last resort in the circumstances; and
- Only occur with the approval of the Duty/On-Call Manager.



Declaration Statement

All staff are then required to verbalise the following statement

I have been authorized under the Youth Justice Administration Act 2016 to conduct an unclothed search. For the purposes of this search, you will be required to open your mouth, remove all clothing, adopt particular postures i.e., the lifting of skin folds or breasts, or do anything else reasonably necessary, as directed by the Youth Worker”

Non-compliance with search directions will result in you remaining in this area until, such time as you are prepared to comply with all reasonable directions.

The reasons for the search, and also the applicable procedure, are to be clearly explained to the young person by the staff member conducting the search.



Search to be conducted in private location,
out of sight of other persons.

(Use Specific Search Rooms)

Two youth workers, one must be of the same
gender as the Resident,

Residents should be advised that they may be
required to adopt particular stances,

***Before an partially unclothed search begins all staff
must give the Client / Young People the opportunity to
surrender any contraband.***



The Search is to be carried out
as expeditiously as possible,

*Young person should never be
fully unclothed at any time
through out the process.*



- Undue humiliation of the Residents must be avoided,
- Maintain a professional, impersonal approach at all times throughout the search.

Partially unclothed searches are not to be used as a punishment.



Remember, be;

- Systematic
- Thorough
- Objective



Ensure

- Have search equipment handy
- Use protective equipment [Gloves]
- Inform residents they are going to be searched



Ensure

- Have search equipment handy
- Use protective equipment [Gloves]
- Inform residents they are going to be searched



- Direct residents to remove all items from pockets, and search,
- Direct Residents to stand facing the searching youth workers,
- Direct the Residents through the unclothed search procedure,
- **You** maintain control and dictate the pace of the search.

The second youth worker is to witness the searching youth worker and assist with unclothed search documentation.



Remember

- Do it the same way every time,
- Remain consistent,
- Search everything,
- Report findings.



Partially Unclothed Search Process

Security Order 6 Searching of Resident's & Visitor's



Process of searching a resident

Direct the resident to remove their shoes and belt, search in the shoe, paying attention to the inner soles, laces and any split or torn stitching or soles. Search the belt

- Beginning with items of clothing above the waist
 - Direct the resident to remove each item and hand them to over for searching
 - Search each item after it has been removed paying particular attention to seams, pocket linings, lapels, shirt cuffs and collars
- Direct the resident to bend their head forward and rub their fingers vigorously through their hair from back to front
- Direct the resident to raise their head and open their mouth wide, moving their tongue around thus, ensuring the mouth is clear
- Direct the resident to turn their head to each side and to pull the ears forward
- Direct the resident to raise the arms with fingers outstretched and palms up ensuring there is nothing in the resident's hands
- Direct the resident to maintain this position and turn around. Ensure that their upper body is observed including armpits
- Direct the resident to lift their skin folds or breasts and search these areas

- Once satisfied that no contraband exists above the waist, return or issue (on admission) the young person a bra and t-shirt (females) or t-shirt (males) to wear for the remainder of the search
- Continue on all items below the waist
 - Direct the resident to remove their pants/shorts/skirt and handover for search
 - Search each item after it has been removed paying particular attention to seams, pocket linings, flies, waist bands and trouser cuffs
 - Direct the resident to remove their socks, turn them inside out and shake them below their knees
 - Direct the resident to lift one leg at a time to display the soles of their feet, wiggle their toes (to release anything held there)
 - Direct the resident to remove their undergarments and shake them vigorously below their knee level before passing them to the searcher for search
 - Direct the resident to turn around, observe the body and genital area
 - Male residents are to be directed to lift their genitalia
 - Female residents are to remove sanitary items for disposal
 - This part of the process should be thorough yet as brief as possible
 - Direct the resident to face away, squat to the floor with arms to their sides and cough
- Once satisfied that no contraband exists, return or issue (on admission) the resident's underwear and clothes.

Non Compliance

- Should a young person be non-compliant, refusing to submit to the search or to handing over any contraband you must explain that until such time as they do comply they will remain where they are and not be admitted into the centre.
- Inform the young person of the potential of the consequences of their refusal.
- Close the door or secure the young person in a safe room and allow them time to reconsider.
- Continue to offer the young person opportunity to comply at every possible moment.
- If the young person reconsiders and becomes compliant, continue with the subject search from the beginning.
- As a last resort with consultation with the Supervisor force may be used following approval by the Duty Manager.



Ion Scanner

Used to detect drugs via, persons, or mail.

Suspected or random usage may be authorised,

All mail is scanned



Ion Scanner

Step 1/ Log on using touch screen, (1, 2, 3, 4)

Step 2/ press clear on touch screen, (FOLLOW INSTRUCTIONS)

Step 3/ put on cotton Gloves

Step 4/ use sample trap follow below instructions

Step 5/ Insert Trap into the Desorber

Green alarm = all clear, no action required;

Red alarm = substance indicated report will automatically print; further action / testing required

Wear clean gloves.
Hold the trap by the wide end (as shown in the picture).
Use firm contact.
Sample in one direction, one time.
Sample most-touched area last.
Immediately insert trap into the desorber.
When prompted, remove trap.
Note results.

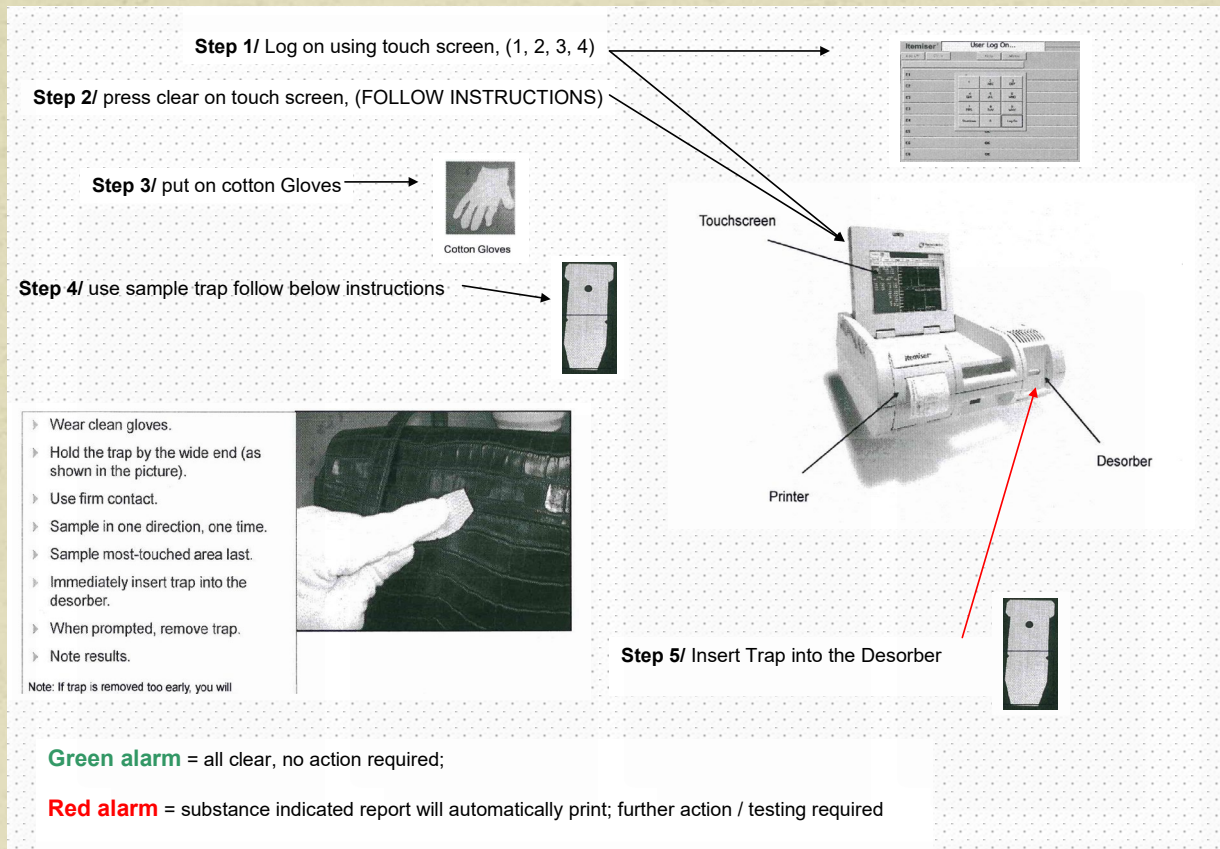
Note: If trap is removed too early, you will

Remission User Log On

Touchscreen

Printer

Desorber



Usage and operation

- Turn on machine, (Normally left active as takes time to warm up).
- Log on, follow directions,
- Carry out calibration, (Calibration trap is different to testing trap)
- Wear gloves so as not to compromise operation,
- Scan each item or person,
- Mail found to be positive, (report to Security Manager/ Supervisor, keep both calibration and test print outs) ,
- Bag items and hand to Duty Supervisor or Security staff (If found positive minimize handling of item).



Custodial Intake Screening and Re-screening Guideline



Government of South Australia
Department for Communities
and Social Inclusion

Overview

Custodial Intake Screening or Re-screening is to be completed by Adelaide Youth Training Centre (AYTC) staff within **one hour** of a young person's admission (or re-admission) into custody. The purpose of this Guideline is to assist staff to complete the Custodial Intake Screening and the Custodial Intake Re-screening forms. The emphasis of screening is to assist custodial staff to gain information and assess the vulnerability and risk of the young person, to themselves, and to and from other residents, within the AYTC environment and to detail actions to reduce the risk of harm. Thorough information gathering and assessment documentation ensures the consistency of information sharing and provides evidence to support the rationale for decisions and actions.

It is important that custodial staff engage the young person and parents/guardians in discussion regarding a young person's risk to themselves or others and vulnerability to harm from other residents. Custodial staff must identify and provide a rationale for why contact has not been established with parents/guardians, or where existing client records and custody transfers have not been reviewed. Youth Justice C3MS information should be reviewed, if available, to better inform the assessment of risk to self, vulnerability and risk to others.

It is critical that the completed Custodial Intake Screening form is uploaded into C3MS in the Admissions & Releases area related to this admission.

Custodial Intake Screening

The following headings correspond with the Custodial Intake Screening form and provide additional points to consider for the assessment. White background questions are directed to the client, shaded background questions are to be answered by the staff member completing that section of the form.

Custody Transfer Information Review

Staff are required to review Police/ G4S Custody Transfer information (eg. SHIELD) and determine if the information is sufficient for the young person to be received into AYTC. It is important to identify any discrepancies between the transfer information and the young person's presentation e.g. s/he appears injured or unwell or has serious wounds/injuries apparent but they are not noted in the transfer paperwork. Also, clearly identify the decision and rationale to accept or not accept the young person into the AYTC. Completion of a case note on C3MS outlining decision and rationale for 'non acceptance' is also required.

Ensure the Duty Supervisor/Senior Night Officer completes the custody transfer information section and signs the form whether or not the young person is refused admission to AYTC.

Unclothed Search

Note: ensure compliance with Security Order 6 – Searching of Residents and Visitors.

Prior to conducting this search ensure that the search process has been clearly explained to the young person and that it is about to be undertaken. Ensure the young person understands the instructions that have been given.

Physical Description/Identity

Identify all demographic information for the young person including their ethnicity, spoken language and if an interpreter is required. Please also consider identification of lesbian/gay/bi-sexual/transgender/intersex/queer (LGBTIQ) status.

Note if the young person's appearance has changed since previous admissions as a result of identifying strongly with certain political views or ideologies. Please check previous distinguishing marks/ photos/ Custodial Intake Screening/ Re-Screening - physical description.

Ensure a photo is taken at each admission and uploaded into C3MS.

Drugs and Alcohol

Consider the physical or behavioural indicators of a young person's drug or alcohol use:

- Include current and historical details of use
- Include potential for withdrawal issues whilst in custody
- Record details of concerns in C3MS where appropriate eg. Life Domains, Daily Care, Alerts, etc.

Medical and Health Information

Consider and include any health issues so that strategies can be identified as soon as practicable to manage the risk of harm to the young person whilst in the AYTC:

- Identify if the young person has any allergies
- Identify any chronic illness and medications e.g. asthma, diabetes
- Identify any disability diagnosis, treatment and medication
- Detail any physical injuries present and complete injury chart
- Identify if any medications are required, are present with them or need to be obtained
- Is the young person pregnant? Provide details of past and current pregnancy details, if appropriate, to manage risk
- Does the young person have carer responsibilities?
- Record details of concerns in C3MS where appropriate eg. Life Domains, Daily Care, Alerts, etc.

Mental Health

Does the young person have a history of mental health issues?

- Include details of formal diagnosis including diagnosing professional, date, treatment for issue and current status of treatment if known
- If possible, identify if the young person has taken prescribed medication for mental health related issues and what the medication may have been for

- Identify if young person is engaged with any mental health services
- Has the young person a history of self-harm?
- Are there scars/cuts/wounds visible on the body to indicate recent or historical self-inflicted injuries. Ensure these are translated onto the injury chart
- Has the young person identified, either voluntarily or on questioning, previous or current self-harming behaviours or suicidal ideations/attempts?
- Has a parent/guardian/significant adult identified, observed or suspected self-harm or risk taking behaviour or known suicidal ideations/attempts by the young person
- Record details of concerns in C3MS where appropriate eg. Life Domains, Daily Care, Alerts, etc.

NOTE: Consider if cultural practices are related to scarring for initiated or traditional young people.

Vulnerability

- Is the young person at risk of becoming a target of bullying or victimisation? If so, what is this risk related to eg. physical or mental health issues or cognitive delays present, is physically small, has a physical disability or has unique care requirements, lacks social skills, acts aggressively/hostile towards others, impulsive or easily led by others, acts in an effeminate manner or identifies as a same sex attracted young person, participates in specific/minority cultural or religious practices?
- Does the young person have a history of being bullied or victimised eg. within their family, at school, in their community, in the Training Centre environment?
- Are there concerns relating to family functioning and presence of physical harm, emotional harm or neglect present within the family eg. is the young person at risk of harm during contact with parent/guardian, siblings, extended family or community members?
- Is the nature of the young person's offence likely to make them a target of bullying or victimisation eg. has the offence received significant media attention, is the offence a sexual offence or offence against a vulnerable member of the community, is the young person known or suspected of providing information to authorities against co-offenders?
- Has the young person expressed immediate concerns about their detention eg. concerns about home life, exhibits an extreme response to separation from family or community, fear of harm from others, issues about coping in the Training Centre environment (social isolation or separation from family/community), concern about court processes/outcomes, drug or alcohol withdrawal?
- Has the young person had any recent life experiences that may increase their risk of self-harm eg. death/serious illness of family member/significant person, recent homelessness, change or cessation of care placement, removal from parents/guardian by Care and Protection authorities, recent diagnosis of illness, cessation of medication or substance misuse?
- Identify if this is the young person's first time in custody and any issues with adjusting to being in the Training Centre
- Record details of concerns in C3MS where appropriate eg. Life Domains, Daily Care, Alerts, etc.

C3MS and Admission History

It is important to review information previously known about the young person. If possible undertake a review of C3MS prior to the admission of the young person:

- Does the young person have a history of posing a risk to others?
- Is there information regarding previous aggressive/bullying behaviour in school/programs, at home, in previous admissions to the AYTC?
- Does the young person's alleged offence or prior proven offences indicate potential for harming others?
- Is a current offence for assault, sexual assault, being subject to or breach of Intervention Order, police pursuits, major indictable offences
- Indicate if young person has previously assaulted staff in a Training Centre
- Are there any known co-offenders or known enemies within the AYTC?
- Detail known or suspected co-offenders and enemies identified by young person, parent/guardian, and departmental records or by professionals/Police
- Are there any child protection concerns?

Duty/Operations/Senior Night Officers Observations

Having interviewed the young person do they give you immediate cause for concern, or concern based on presentation or statements made?

- Is the young person making threats to self harm?
- Is the young person inconsolably upset?
- Is the young person unresponsive to stimuli, incoherent or erratic?
- Does the young person demonstrate aggressive/hostile behaviour or has made threats or overt gestures to other residents indicating intent to harm?
- Does the young person demonstrate erratic, impulsive or reckless behaviour that may cause harm to others?
- Is there evidence of discriminatory attitudes or behaviours towards other's racial, ethnic, religious or sexual beliefs/preferences or age, gender, class or disability.

Supervisor Security and Safety Risk Assessment

Security Risk Assessment

Note: Refer to Security Order 56 - Resident Security Risk Assessment

- Has the young person escaped or attempted to escape from a Training Centre?
- Where attempts or escapes have occurred, identify if additional security measures are required.

Safety Risk Assessment

Note: Refer to Operational Order 29 - Resident Safety Risk Assessment

When risk factors are identified in the body of the assessment, identify the ways in which the risk has, or should be, managed whilst the young person is in the AYTC and in particular the Police Custody Unit.

- Identify which responses are required for immediate action (Urgent Risk Management Actions) and those actions identified (Non-Urgent Risk Management Actions)
- Identify who (individual persons or specific staff role) is to carry out the action and the timeframe by which the action is to be completed
- Any risk management responses must be recorded in C3MS as a case note and the consideration of creating an alert to support this information and decision making must be undertaken. Furthermore this information should be recorded in life domains and daily care as appropriate.

Urgent Risk Management Actions

Hospital, medical treatment

Since being admitted to the Centre, has the young person's presentation deteriorated and are there now serious concerns about their health and wellbeing and consideration if hospital/medical treatment is required?

Assessment Care Teamwork (ACT) plan

Does the young person require an ACT plan? If yes, commence the procedure for instigating the ACT plan where risks are identified and require close monitoring and support to manage.

Family/Parent/Guardian visit

Is an immediate visit by a parent/guardian or family member required to assist the young person to adjust to the Training Centre? Or for any other purpose as determined to be appropriate by the Supervisor?

Non-Urgent Risk Management Actions:

Health Referral

- Is a health referral required to follow up any medical issues or to secure treating or preventative medications?
- Identify which Health Service for which the referral is required, to i.e. CAMHS, The Second Story.

Aboriginal Case Management Consultation

Is a referral to the Senior Aboriginal Consultant required to either assist the young person or to provide cultural information and advice to AYTC staff?

Known enemies/co-offenders in the Training Centre

Is a restriction from co-offenders, victims or enemies within the Police Custody Unit required? Create an Alert or record in a note in C3MS.

Other Risk Management Actions

- Notify relevant professional and health staff of concerns
- Note any requirements to support continued participation in cultural/religious practices
- Identify actions which reduce the young person's anxiety, vulnerability, risk of harm to self and/or risk of harm they pose to others
- Identify which actions the young person and/or their parent/guardian feel might help
- Detail any differences in admission observations to those noted in custody transfer paperwork
- Identify any actions taken or actions required.

Custodial Intake Re-screening

The Custodial Intake Re-screening should be completed during the Admissions process for a young person re-entering the AYTC from an external appointment, Court appearance, video conference Court appearance or any period of leave i.e. Section 34 leave.

The purpose of the Custodial Intake Re-screening is to determine if previously identified risk factors or vulnerabilities require additional management strategies. The rescreening also allows for identification of new risks and support needs in the context of the young person's experiences during the period of leave from the AYTC, particularly following Court appearances and Section 34 leave for compassionate purposes.

If the young person is being admitted following a period of time in the Police Custody Unit, staff completing the Admissions function should familiarise themselves with the young person's previous Custodial Intake Screening Assessment. For those residents who do not have a recent Custodial Intake Screening Assessment, staff should refer to C3MS records for the presence of Alerts, BehaviorSupport Strategies or Plans or any ACT or mental health plans, to inform their assessment of any increased or new risks of harm.

The rescreening should be completed in line with the guidelines for the initial Custodial Intake Screening, including the identification of risk management actions and persons designated to implement strategies.

The Custodial Intake Re-screening should travel with the young person to their Accommodation Unit to assist Accommodation Staff in implementing the identified risk management actions. It must be uploaded onto C3MS.

Records Management

Ensure that the Custodial Intake Screening and Custodial Intake Re-screening forms are uploaded into Admissions and Exits in C3MS with the 'Key Decisions' checkbox ticked. This will enable Custodial staff to locate the information within C3MS. Ensure that any identified requirements or concerns are recorded in Alerts, Daily Care, Life Domains or other appropriate areas within C3MS.