

## Personal Search Procedure

The following procedure applies to the searching of service users, points 1 – 7 apply to both basic and advanced searches. Points 8 – 17 apply to conducting an *advance search ONLY*.

1. Throughout the search staff are to observe service user's facial expression and to be alert to verbal and non-verbal cues of apprehension and anxiety – these could be signs of distress or increased risk.
2. Maintain good communication with the service user throughout the procedure, explaining what you are doing at each stage.
3. Inspect all items that the service user is carrying.
4. The service user will be asked to empty the contents of their pockets, bags or hands.
5. Ask the service user to remove their outer clothing – coat/jacket. Check the pockets.
6. Ask the service user to remove their shoes and inspect shoes and feet.
7. Ask the service user to remove any head wear.

### ADVANCED SEARCH – Staff must be trained to conduct an advanced search

8. The service user will be asked to stand with their legs hip width apart, arms outstretched to the sides and away from their body.
9. Starting from the head, ask the service user to run their fingers through their hair and visually inspect the hair.
10. Ask the service user to open their mouth and visually check.
11. Inspect the collar, feeling around it.
12. Using both hands, check each arm in turn, rubbing down from shoulder to wrist. Remember to check the cuffs and ensure the service user's hands are empty.
13. Place both hands on the service user's upper body meeting at the neckline/collar and rubdown the front to the waist, then repeat to work your way out to the service user's sides. Ensure that the whole of the upper body has been covered.
14. With female service users, do not pat your hands over the breasts but search the area above the bra line and the area below the breasts to the waist.
15. Ask the service user to turn round and repeat this process for the back, including the back pockets.
16. Reaching round and starting from the middle of the back, inch around the belt/waistline to meet in the front.
17. Check lower half of body by placing both hands around each leg in turn and rubbing down from the waist to the ankle, remembering to check the hems of turn-ups and trousers.