

# SFJ CK5 – SQA Unit Code F29E 04

## Search individuals, accommodation and areas



---

### Overview

This unit is about searching individuals (using rub-down searches, full body searches and searches with electronic equipment). Also, searching accommodation and other premises and areas.

#### **There are three elements**

- 1 Search individuals
- 2 Search accommodations
- 3 Search other custodial areas

#### **Target Group**

This unit applies to custodial care staff who carry out complex searches of individuals, accommodation and other premises and areas

# SFJ CK5 – SQA Unit Code F29E 04

## Search individuals, accommodation and areas

---

### Performance criteria

#### Search individuals

*You must be able to:*

- P1 make sure the conditions for searches meet legal and organisational requirements
- P2 clearly inform individuals about the search procedure
- P3 ask individuals to declare any unauthorised items that they may have
- P4 select and use techniques and equipment appropriate to the situation
- P5 search individuals thoroughly according to organisational procedures
- P6 respect individuals' rights, dignity and comfort throughout searches
- P7 follow procedures that maintain your own health and safety throughout searches
- P8 locate and identify any unauthorised items
- P9 deal with unauthorised items according to organisational procedures

#### Search accommodations

*You must be able to:*

- P10 inform individuals of the search procedure and ask them to declare any unauthorised items and substances
- P11 move individuals to a secure place during searches
- P12 search any correspondence and written materials that remain with individuals according to organisational procedures
- P13 respect individuals and their property during searches, whilst making sure that the search is thorough
- P14 select appropriate equipment and use it correctly
- P15 search in ways that are effective but minimise damage to property
- P16 obtain and use appropriate assistance to gain access according to organisational procedures
- P17 deal with unidentifiable and unauthorised items according to organisational procedures
- P18 complete relevant documentation accurately and legibly, and pass it to the correct authority

#### Search other custodial areas

*You must be able to:*

- P19 make sure the conditions for searches meet legal and organisational requirements
- P20 clearly define search areas and plan the search sequence
- P21 select and use equipment and techniques appropriate to the type of search
- P22 search areas thoroughly according to organisational procedures
- P23 locate and identify any unauthorised items and individuals

## SFJ CK5 – SQA Unit Code F29E 04

### Search individuals, accommodation and areas

---

- P24 deal with unidentified and unauthorised items and individuals according to organisational procedures
- P25 complete relevant documentation accurately and legibly, and pass it to the correct authority
- P26 maintain confidentiality regarding searches

## SFJ CK5 – SQA Unit Code F29E 04

### Search individuals, accommodation and areas

---

#### Knowledge and understanding

*You need to know and understand:*

- K1 the importance of searching thoroughly and correctly
- K2 the legal and organisational requirements for carrying out searches of people, areas and property
- K3 the types of unauthorised items and people that are likely to be found when carrying out searches, and how to deal with these according to organisational procedures
- K4 the importance of respecting individuals and their property during searches
- K5 the correct conditions for searching individuals, for example same gender searching, when authorisation may be needed, the need for privacy in the case of a full body search, having other personnel present, distance from other individuals
- K6 the correct procedures for searching children and babies
- K7 why you should ask individuals to declare any unauthorised items
- K8 methods that can be used to hide items about the body and in clothing and footwear
- K9 how to carry out a rub-down search correctly and what its limitations are
- K10 how to use an electronic wand correctly and what its limitations are
- K11 how to carry out a full body search correctly and with due regard to the individual's rights, dignity and comfort
- K12 the different types of accommodation that may be searched, and the correct procedures to follow
- K13 the types of situations in which you may need specialist support for a search and how to obtain such support
- K14 why it is important to inform individuals about the search procedure and to ask them to declare any items in advance
- K15 why it is important to move individuals to another area during searches, and how this should be done
- K16 what would be classed as confidential correspondence and written materials, and how to deal with these
- K17 the types of search equipment that may be used when searching accommodation, and when you may need it
- K18 the types of items that may be easily damaged during searches, and how to search these thoroughly without damaging them
- K19 how to plan an area search
- K20 why you should define search areas
- K21 methods that can be used to hide items in premises and surrounding areas
- K22 methods that can be used to hide people in premises and surrounding areas

## SFJ CK5 – SQA Unit Code F29E 04

### Search individuals, accommodation and areas

---

- K23 the correct use of equipment and techniques when searching premises and surrounding areas
- K24 the types of unauthorised individuals that may be found, and how to deal with them correctly according to the situation
- K25 the documentation that needs to be completed, and how to do so correctly
- K26 why and when confidentiality is necessary concerning searches

## SFJ CK5 – SQA Unit Code F29E 04

Search individuals, accommodation and areas

---

**Developed by** Skills for Justice

---

**Version number** 2

---

**Date approved** November 2006

---

**Indicative review date** November 2011

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Skills for Justice

---

**Original URN** SFJ CK5

---

**Relevant occupations** Health, Public Services and Care; Public Services; Associate Professionals and Technical Occupations; Protective Service Occupations

---

**Suite** Custodial Care

---

**Key words** Search

---