

Mental Health (Secure Facilities) Strip Searches Secure Mental Health Facility Direction 2024

Notifiable instrument NI2024–239

made under the

Mental Health (Secure Facilities) Act 2016, s9 (Directions – secure mental health facilities) and s44 (strip searches - when may be conducted)

1 Name of instrument

This instrument is the *Mental Health (Secure Facilities) Strip Searches Secure Mental Health Facility Direction 2024*.

2 Commencement

This instrument commences on the day after notification.

3 Direction

I make the attached Canberra Health Services' procedure in relation to Strip Searching at Dhulwa Mental Health Unit a Secure Mental Health Facility direction.

4 Revocation

I revoke the NI2021-312 *Mental Health (Secure Facilities) Strip Searches Secure Mental Health Facility Direction 2021*.

Dave Peffer
Chief Executive Officer
Canberra Health Services

15 May 2024



Canberra Health Services

Procedure

Dhulwa Mental Health Unit – Search (patient, personal property, bedroom, premises) under the *Mental Health (Secure Facilities) Act 2016*

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Purpose

This procedure provides guidance of conducting a search at Dhulwa Mental Health Unit (Dhulwa) to ensure Authorised Health Practitioners are aware of their professional and legal obligations.

Searches are conducted with the authorisation in Part 4 of the *Mental Health (Secure Facilities) Act 2016* and can only be undertaken by Authorised Health Practitioners.

In accordance with the requirements of section 60 of the *Mental Health (Secure Facilities) Act 2016*, the Chief Executive Officer (CEO) is required to make a Direction outlining the use of strip searches within a secure mental health facility. This procedure has been notified as a Mental Health (Secure Facilities) (Strip Searches) Secure Mental Health Facility Direction.

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Alerts

Delegated Officers and Authorised Health Practitioners should always refer to the *Mental Health (Secure Facilities) Act 2016* for further guidance, particularly when making decisions in relation to this Act.

The *Mental Health (Secure Facilities) Act 2016* refers to the Director-General as having specific functions, powers, and reporting requirements. Canberra Health Services (CHS) uses the title of CEO instead of Director-General. In accordance with the *Public Sector Management Act 1994*, the position of CEO of CHS has the same functions and authority as a Director-General.

In this document, all references to the Director-General will be replaced with CEO, to reflect the language used by CHS as the person responsible.

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Scope

This procedure applies to Authorised Health Practitioners, (see definition of terms) when conducting a search at Dhulwa where reasonable grounds have been established and a Delegated Officer authorised the search be conducted.

Only Authorised Health Practitioners can conduct a search at Dhulwa that has been authorised by a Delegated Officer.

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Exclusions:

Searches of visitors to Dhulwa are conducted by security officers. Refer to Visitors to Dhulwa under the *Mental Health (Secure Facilities) Act 2016* Procedure for more information.

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Section 1 - Roles and responsibilities

Delegates of the Chief Executive Officer of Canberra Health Services

The *Mental Health (Secure Facilities) Act 2016* gives the CEO CHS the authority to conduct searches or to direct Authorised Health Practitioners to conduct searches within Dhulwa.

The CEO’s authority under the *Mental Health (Secure Facilities) Act 2016* has been delegated to the following positions, referred to as a Delegated Officer:

- Clinical Director, Forensic Mental Health Services (FMHS)
- Operational Director, Forensic Mental Health Inpatient Service
- Dhulwa Consultant Psychiatrist
- On-call Consultant Psychiatrist
- Dhulwa Assistant Director of Nursing (ADON)
- Director of Nursing (DON) Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS)
- Psychiatrist on Call
- Nurse in Charge (NiC) (only in the absence of the above person’s).

See the *Mental Health (Secure Facilities) Delegation 2024 (No 1) NI2024-58* on the ACT Legislation Register.

Delegated Officers are public authority decisions makers for the purpose of the *Human Rights Act 2004* and must give proper consideration to relevant human rights when making a decision under the searching provisions in the *Mental Health (Secure Facilities) Act 2016*.

A Delegated Officer must assess, in each case and for each consumer a search is being considered, that it is believed on reasonable grounds the search is necessary.

A Delegated Officer may direct an Authorised Health Practitioner to conduct a search of a consumer if it is believed on reasonable grounds to conduct the search is to protect the safety or anyone at Dhulwa, or to protect the security or good order of Dhulwa (s40(1) *Mental Health (Secure Facilities) Act 2016*).

Authorised Health Practitioner responsibilities

An Authorised Health Practitioner for the purposes of this procedure is a health practitioner who holds registration as a:

- medical practitioner (including psychiatrist), other than a provisionally registered medical practitioner

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- registered nurse
- psychologist, other than a provisionally registered psychologist
- occupational therapist

and is employed by CHS to provide services as a health practitioner at Dhulwa.

A search by an Authorised Health Practitioner can only occur once it has been authorised by a Delegated Officer when it is believed on reasonable grounds it is necessary to conduct the search.

Only Authorised Health Practitioners can conduct a search at Dhulwa and are to be aware of the:

- principles of searching,
- considerations regarding privacy, dignity, respect of religious and cultural beliefs, and
- legislative requirements pertaining to conducting a search.

In certain circumstances an Authorised Health Practitioner may conduct a search of a consumer on their own initiative if they suspect on reasonable grounds that the consumer is carrying a prohibited item or anything else that creates a risk to the safety of the consumer, another person or the security or good order of Dhulwa.

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Section 2 – General principles of search

The authority to conduct searches under this procedure is made by the delegations and provisions in the *Mental Health (Secure Facilities) Act 2016*.

Searches should be conducted in a planned, systematic and safe manner and only if there are reasonable grounds, in each circumstance to do so.

Authorised Health Practitioners should ensure that searches are conducted in the least intrusive way with minimal disruption to the person being searched. Searches conducted will facilitate the detection of prohibited and unapproved restricted items, and any item which may compromise the security of Dhulwa and its operation as a therapeutic environment.

As searches by their nature intrude on the privacy, rights and dignity of people may be traumatic. Authorised Health Practitioners have a responsibility to ensure searches of consumers are conducted in a manner so any interference with the consumer’s privacy, rights and dignity is kept to the minimum necessary in the circumstance. The therapeutic security of consumers within Dhulwa remains paramount. When conducting searches, religious and cultural beliefs should be respected.

As far as practicable, searches should be trauma-informed, including:

- balancing the potential trauma caused by the search with the need to ensure the safety and security of all consumers, staff and visitors to Dhulwa, and
- taking precautions to prevent re-traumatisation.

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Alert: Searches are never to be used as a punitive act.

The Authorised Health Practitioner conducting the search is to be of the same sex of the consumer or, if this is not practicable, another person of the same sex or a sex nominated by the consumer must be in the room while the search is conducted.

The *Mental Health (Secure Facilities) Act 2016* allow searches to be conducted without consent. Search must always be done in a way which is least intrusive to the consumer and respects the consumer’s rights, liberty, dignity, autonomy, and self-respect.

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Section 3 – Types of searches

3.1 Types of searches

3.1.1 Scanning search

A search of a person and their personal items by electronic or other means that does not require the person to remove their clothing or to be touched by someone else. This may include scanning by x-ray (property) and/or Walk-Through Metal Detector (WTMD) (s39 *Mental Health (Secure Facilities) Act 2016*).

3.1.2 Ordinary (outer clothing) search

A search of a person, or articles in the person’s possession that may include:

- requiring the removal of an overcoat, coat or jacket and any gloves, shoes or hat
- an examination of those items (s39 *Mental Health (Secure Facilities) Act 2016*).

3.1.3 Pat down search

A search conducted by quickly running hands over the outer garments and examining anything worn or carried by the person that is conveniently and voluntarily removed by the person (s39 *Mental Health, (Secure Facilities) Act 2016*).

3.1.4 Strip search

A search of the consumer and the articles of clothing they are wearing, which includes removal of clothing (not at the same time) and a visual examination of their body (without touching). Refer to Section 4.

3.1.4 Personal property and premises search

A search of consumers personal property or bedroom, or any other part of Dhulwa, where there are reasonable grounds for believing that it is necessary to protect the safety of anyone or the security or good order of Dhulwa (s50(1) *Mental Health (Secure Facilities) Act 2016*). Refer to Section 5 and 6.

3.1.5 Mail

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A search of a consumer’s mail where there are reasonable grounds for believing that the contents of the consumer’s mail include a prohibited item or an item that may affect the security or good order, or the safety of the consumer or anyone else in Dhulwa (s25 *Mental Health (Secure Facilities) Act 2016*). Refer to Section 7.

For information on conducting a scanning, ordinary, pat down, personal property search refer to Attachments 1, 2 and 3.

3.2 Use of Force

A Delegated Officer may authorise the use of force by an Authorised Health Practitioner to conduct a search, in accordance with Division 4.8 of the *Mental Health (Secure Facilities) Act 2016*.

Reasonable force, to the minimum extent necessary, may be used to carry out to prevent the loss, destruction or contamination of anything seized, or that may be seized during the search (s52 *Mental Health (Secure Facilities) Act 2016*). See Dhulwa Use of Force to conduct a search under the *Mental Health (Secure Facilities) Act 2016* procedure.

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Section 4 – Strip search

4.1 Authorisation

Strip searches **must** be authorised by a Delegated Officer.

A strip search by an Authorised Health Practitioner may only be authorised if it is suspected on reasonable grounds that a consumer has a seizeable item (see definition of terms) concealed and a less intrusive search will not detect the item.

A strip search may be conducted immediately after a scanning, ordinary or pat down search of the consumer (s44 (3) *Mental Health (Secure Facilities) Act 2016*).

Authorised Health Practitioners, only if authorised by a Delegated Officer, may use force to conduct a strip search in accordance with the Dhulwa Use of Force under the *Mental Health (Secure Facilities) Act 2016* procedure (s52 *Mental Health (Secure Facilities) Act 2016*).

Touching the consumer’s body may only occur if use of force is authorised.

4.2 Strip search requirements

Strip searches will be conducted within the privacy of the seclusion room or, if occupied, the consumer’s own bedroom. The room must be searched beforehand to create a ‘sterile zone’. Until the consumer is escorted to the room, they are be kept under constant nursing observation, in an area away from other consumers.

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The Authorised Health Practitioner must be the same sex, or a sex nominated by the consumer. The search must be done in the presence of one, or more other Authorised Health Practitioners, who must be the same sex as, or a sex nominated by the consumer.

The strip search must not involve the:

- Removal of more clothes than necessary and reasonable to conduct the search,
- Removal of more clothes at any time than is necessary and reasonable to conduct the search,
- Upper and lower parts of the consumers body being uncovered at the same time, and
- Touching of the consumer’s body

When searching special groups of consumers sensitivity to cultural needs and preferences is required.

For further information on conducting a strip search refer to Attachment 4.

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Section 5 – Consumer personal property and bedroom

A search of a consumer’s bedroom or property may be authorised if there are reasonable grounds it is prudent to conduct the search to protect the safety of anyone at Dhulwa or protect the security or good order of Dhulwa (s50 *Mental Health (Secure Facilities) Act 2016*).

Before commencing a room search, the Authorised Health Practitioner must explain to the consumer why a search is necessary to protect the security, safety, and good order of Dhulwa and the safety of everyone in Dhulwa.

The consumer, or a person nominated by the consumer, must be offered the opportunity to observe the room search.

Prior to a room search, Authorised Health Practitioners may conduct an ordinary, pat, or scanning search of the consumer, if the requirements are met and has been authorised.

5.1 What to search for

Authorised Health Practitioners should search for prohibited or unapproved restricted items, or any items that may jeopardise the safety, security and good order of Dhulwa. For information on conducting and what to search for see Attachment 3.

If a consumer is found to be in possession of a prohibited or unapproved restricted item, the priority is to ensure consumer and staff safety in the immediate vicinity.

If a seizeable item is located during a search, it may be seized in accordance with division 4.6 of the *Mental Health (Secure Facilities) Act 2016*. Refer to the Dhulwa Prohibited items

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under the *Mental Health (Secure Facilities) Act 2016* and Restricted Items in Dhulwa procedure for more information.

5.2 Reviewable Decisions: seizure of property

The seizure of an item(s) of a consumer's property is a reviewable decision. This means the consumer, or other affected people, may apply to the ACT Civil and Administrative Tribunal (ACAT) for a review of the decision.

The consumer must be provided with a reviewable decision notice and receipt of seizure of property form, obtained on the clinical forms register and the ACAT Review of ACT Government decisions information sheet (s67 *Mental Health (Secure Facilities) Act 2016*).

A copy of the reviewable decision notice and receipt of seizure of property form must also be provided to the:

- guardian (if the consumer has one),
- nominated person (if the consumer has one), and
- a commissioner exercising functions under the *Human Rights Commission Act 2005*.

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Section 6 – Premises and vehicles

6.1 Premises

Dhulwa premises may be searched if there are reasonable grounds to believe that it is prudent to conduct the search to protect the safety of anyone at Dhulwa or to maintain the security or good order of Dhulwa (s50(1) *Mental Health (Secure Facilities) Act 2016*).

A premises search includes any part of Dhulwa.

6.2 Vehicles

The Delegated Officer may direct an Authorised Health Practitioner to search a vehicle that transports consumers if it is prudent on reasonable grounds for the safety, security, and good order of Dhulwa. (s50(2)(b) *Mental Health (Secure Facilities) Act 2016*).

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Section 7 – Consumer mail

A Delegated Officer may direct an Authorised Health Practitioner to search a consumer's mail if there are reasonable grounds for suspecting the contents include a prohibited item that may affect the safety of the consumer or another person, or the security or good order of Dhulwa (s25 *Mental Health (Secure Facilities) Act 2016*).

Before the mail search the consumer is to be told of the suspicion and the consumer, or the person named by the consumer, may be present when the mail is searched.

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If no prohibited items are found, the mail is to be provided to the consumer as soon as practicable. Prohibited items will be documented and seized. See Prohibited items under the *Mental Health (Secure Facilities) Act 2016* and Restricted Items in Dhulwa procedure.

Exemption

Any mail sent or received between a consumer and accredited people (see definition of terms) cannot be searched (s25(2) *Mental Health (Secure Facilities) Act 2016*).

Reviewable Decision

The decision to search a consumer’s mail is a reviewable decision and the consumer must be provided with a reviewable decision notice, obtained on the clinical forms register and the ACAT Review of ACT Government decisions information sheet (s67 *Mental Health (Secure Facilities) Act 2016*).

A copy of the reviewable decision notice must also be provided to the:

- guardian (if the consumer has one),
- nominated person (if the consumer has one), and
- a commissioner exercising functions under the *Human Rights Commission Act 2005*.

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Section 8 – Suspicion of a weapon

If there is a reasonable suspicion a consumer is in possession of a weapon, or any other item that could pose an immediate risk to their own safety or the safety of others, Authorised Health Practitioners must not attempt to conduct a search of the consumer on their own. The ADON or NiC (after hours) is to be immediately advised.

The ADON, or NiC (after hours) will make an assessment to determine the safest course of action proportionate to the risk:

- If severe, the ADON or NiC (after hours) may request assistance from ACT Policing, by calling 0-000,
- If safe to do so, the consumer should be kept away from other consumers, and under continuous nursing observation.

The NiC or ADON should contact Dhulwa Security to ensure the Closed Circuit Television (CCTV) is bookmarked and may request the attendance of Dhulwa Security Officers. When safe to do so, the ADON must advise the FMHS Clinical and Operational Directors of the situation.

For further information please see the Dhulwa Emergency Response Plan.

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Section 9 – Suspicion of ingested or concealed item

The Delegated Officer must request a doctor examine the consumer if they suspect on reasonable grounds the consumer has ingested an item or inserted something into their body that may jeopardise their health and wellbeing, or concealed a prohibited item in or on their body which may pose a risk to the safety of the consumer or others (s48 *Mental Health (Secure Facilities) Act 2016*).

The doctor is to examine the consumer to determine:

- whether the consumer had inserted or ingested something or concealed a prohibited thing in or on the consumer’s body, and if necessary:
 - administer treatment considered appropriate or necessary to remove the thing or transferring the consumer to the most appropriate health facility for removal of the thing (s48(2)(a)(b) *Mental Health (Secure Facilities) Act 2016*).

If the consumer receives treatment the ADON or NiC is to notify the Public Advocate, (s49 *Mental Health (Secure Facilities) Act 2016*).

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Section 10 – Documentation

All searches must be documented in both the search register and consumer’s clinical record.

10.1 Search register

A register of searches carried out must be kept (s59 *Mental Health (Secure Facilities) Act 2016*). The search registers are on the clinical record system and are to include the following information:

- the name of the consumer
- name of each person present during the search
- date of the search
- reason for the search
- type of search conducted
- outcome of the search
- whether a prohibited item was found
- whether anything was seized, and if so, what was seized
- whether the search revealed information about the commission of an offence, and if so whether information was given to the chief police officer
- if consumer is suspected to have ingested or concealed an item, including
 - the treatment received
 - where the treatment was received
 - who administered the treatment
 - the outcome of the treatment

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10.1.1 Mail search register

A register for mail searches carried out must be kept (s27 *Mental Health (Secure Facilities) Act 2016* and include the following information:

- name of consumer whose mail was searched
- the date the mail was searched
- whether the mail contained a prohibited item
- whether anything was seized, and if so, what was seized
- whether the search revealed information about the commission of an offence, if so whether information was given to the chief police officer
- date the mail was given to the consumer or the addressee

10.2 Clinical record documentation of a search

Searches conducted under the *Mental Health (Secure Facilities) Act 2016*, must be recorded in the consumers clinical record, and include the following information:

- the date and time of the search
- the reason for the search
- the kind of search conducted
- the outcome of the search and if anything was found, and if so, what was found
- if the consumer suspected to have ingested or concealed an item, including
 - the date and time of the treatment
 - the reason for the treatment
 - the kind of treatment administered
 - the outcome of the treatment
 - notification to the Public Advocate.

10.3 Other requirements

The search registers must be available for inspection, on request, by a commissioner exercising functions under the *Human Rights Commission Act 2005* (ss27(5), 59(5) *Mental Health (Secure Facilities) Act 2016*).

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Evaluation

Outcome

- Search process will only be undertaken when authorised by a Delegated Officer and conducted by an Authorised Health Practitioner.
- All documentation of the search is completed.

Measures

- The number of authorised searches of consumer, property, bedrooms and premises will be reported monthly to the Forensic Mental Health Inpatient Service Senior Leadership Team meeting.
- Search registers will be audited and reviewed at the Forensic Mental Health Service Governance Committee.

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Related Policies, Procedures, Guidelines and Legislation

Policies

- Work Health and Safety
- Work Health and Safety Management System
- Incident Management - Clinical

Procedures

- Dhulwa Mental Health Unit- Use of Force to conduct a search under the *Mental Health (Secure Facilities) Act 2016*
- Dhulwa Mental Health Unit – Transfer of Custody of a detainee or young detainee admitted to Dhulwa under the *Mental Health Act 2015*
- Prohibited items under the *Mental Health (Secure Facilities) Act 2016* and Restricted items in Dhulwa
- Incident Management - Clinical
- Language Services (Interpreters, Multilingual Staff and Translated Materials)
- Visitors to Dhulwa under the *Mental Health (Secure Facilities) Act 2016*

Legislation

- *Mental Health (Secure Facilities) Act 2016*
- *Public Advocate Act 2005*
- *Human Rights Act 2004*
- *Human Rights Commission Act 2005*
- *Health Records (Privacy & Access) Act 1997*
- *Discrimination Act 1991*
- *Work Health and Safety Act 2011*
- *Carer Recognition Act 2021*

Other

- 2024 Forensic Mental Health Inpatient Services Model of Care
- Australian Charter of Healthcare Rights
- ACT Charter of rights for people who experience mental health illness
- National Standards for Mental Health Services 2010
- National Safety and Quality Health Service Standards 2021
- Dhulwa Emergency Response Plan

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Definition of Terms

Authorised Health Practitioner: is a health practitioner who holds registration as a:

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- medical practitioner (including psychiatrist), other than a provisionally registered medical practitioner
 - registered nurse
 - psychologist, other than a provisionally registered psychologist
 - occupational therapist
- employed by CHS to provide services as a health practitioner at Dhulwa.

See NI 2022-486 - *Mental Health (Secure Facilities) (Health Practitioners) Authorisation 2022 (No 1)* on the ACT Legislation Register.

Prohibited Item—means item(s) the CEO (or appointed delegate) has declared prohibited and cannot be brought into a secure mental health facility. See Prohibited Items under the *Mental Health (Secure Facilities) Act 2016* and restricted items in Dhulwa procedure.

Restricted items—means item(s) CHS has declared are restricted in Dhulwa. See Prohibited Items under the *Mental Health (Secure Facilities) Act 2016* and restricted items in Dhulwa procedure

Security Officer is an Authorised Officer appointed by the CEO under s69 of the *Mental Health (Secure Facilities) Act 2016*.

Seizeable Item—means:

- a prohibited item,
- an unapproved restricted item, or
- any item (whether prohibited or restricted) for which possession or use constitutes a criminal offence, which creates a risk to the personal safety of anyone else, which creates a risk to security or good order at Dhulwa, or which may be used by a consumer to intimidate anyone else.

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Search Terms

Dhulwa, Dhulwa Mental Health Unit, Search, Authorisation, Scanning search, Pat down Search, Strip Search, Ordinary Search, Premises Search, Ingested, Inserted, Concealed.

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Attachments

- Attachment 1 – Scanning & Ordinary Search Information Sheet
- Attachment 2 – Pat Down Search Information Sheet
- Attachment 3 – Bedroom (personal property) Search Information Sheet
- Attachment 4 – Strip Search Information Sheet

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Policy Team ONLY to complete the following:

<i>Date Amended</i>	<i>Section Amended</i>	<i>Divisional Approval</i>	<i>Final Approval</i>

This document supersedes the following:

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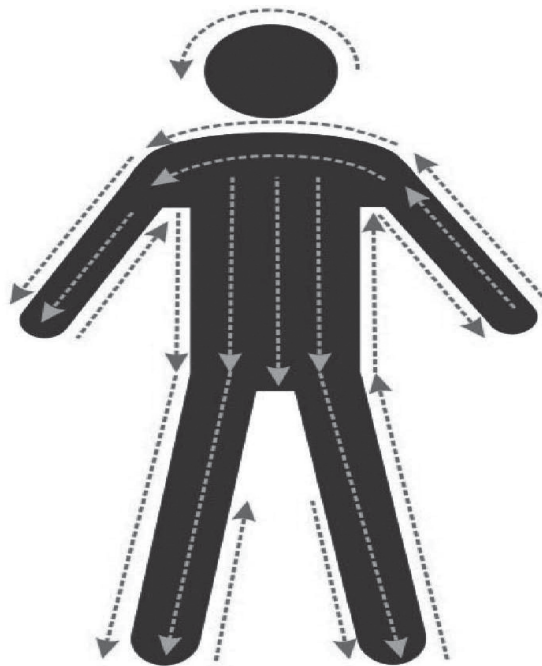
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Attachment 1 – Scanning and ordinary search information sheet

- Explain why the search is required and how it is to be conducted. Keep in mind that the consumer may not be familiar with the process.
- Ask the consumer if they have any prohibited items in their possession and request these be handed over.
- Ensure the Handheld Metal Detector (HHMD) does not touch the consumer’s body.
 - Hold the detector at close proximity to, but not touching, the consumer’s body and scan the full length of their back, front, and sides.
 - When screening the foot and ankle areas, take note of any readings from the detector caused by metal in the floor. To avoid this from happening, use the ‘low sensitivity button’ or ask the consumer to sit in a plastic chair with their feet either raised or placed on a wooden block or bench (one foot at a time). Pay particular attention to boots, platform soles and high heels.
 - If the HHMD alarms during the screening, identify the source of the alarm and ask the consumer to remove the item (ordinary search). These items should be physically search and that area scanned a second time.
- Request pockets are emptied, and the consumer remove any over-garments (jacket, hat etc.) and conduct an ordinary search of the garments removed – visual and hand search of item.

- 1 Outline
 - Commence with the neck
 - Top of the arms/under the arms
 - Down the side
 - Between the legs
 - Up the side
 - Under the arm/top of the arm
 - Finish at the neck
- 2 Sweep across front
 - Wrist to wrist
 - Down torso, right front of leg
 - Down torso, left front of leg
 - Double check central torso
- 3 Turnaround
 - Sweep across back
 - Same process as front



Testing the HHMD

It is part of the role of Security Officer to conduct tests of the HHMD equipment.

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Attachment 2 – Pat down search information sheet

- Explain why the search is required and how it is to be conducted. Keep in mind the consumer may not be familiar with the process.
- Provide reassurance to the consumer and maintain good communications throughout the search.
- A pat down search can be intrusive and such close proximity poses inherent risks.
- Ask the consumer if they have any prohibited items in their possession and request these be handed over.
- Consumer to be asked to stand with legs apart, arms outstretched and raised to shoulder height.
- The Authorised Health Practitioner is to observe consumer's facial expression and be alert to verbal or non-verbal cues of apprehension or anxiety.
- Lift outer garment collar and firmly but carefully, feel around it. Move out from collar to shoulder area, then using both hands, check each arm in turn, patting down from armpit and shoulder to wrist. Remember to check the cuffs and ensure that consumer's hands are empty.
- Ask consumer to raise their outstretched arms to shoulder level (model if required), pat down from the back to the waist, down the consumer's sides and front. (NB. with female consumers, do not run your hands over the breasts but pat down the area below breasts to waist).
- Check lower half of body by placing both hands around each leg in turn and patting down from waist to ankle remembering to check hems and turn-ups of trousers.
- For consumers wearing skirts or dresses, check each leg over the dress and then the hems. Hands should never be placed under the skirt or dress.

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Attachment 3 – Bedroom and personal property search information sheet

- The consumer is to be informed that a room search is to take place.
- Request the consumer to surrender any prohibited or unapproved items they may have on their person or in their bedroom.
- Do not give prior warning of a search, once the consumer has been informed of the search it must commence. If interrupted and need to leave the search part way through, the room must be locked until returned to complete the search.
- On entry, examine the area visually for adjustments or differences in the layout of the room.
- The consumer’s room and items must be left in good order on completion of the search, e.g., clothes folded, bed made, etc.
- Use the back of the room as a starting point, inspect all known spaces: ceilings, floors, walls, tops of doors, under door stops, windows, windowsills, behind pictures on the poster board fixed furniture and fittings, such as toilet bowls and taps.
- Care must be taken when searching personal items for items secreted in bottles, under soaps, in/under books and book bindings, etc.
- When searching clothing and linen, collars, cuffs, lapels, seams and linings must be searched.
- Shoes should be closely examined for split soles, false linings and removable insoles or heels.

<p>Bed:</p> <ul style="list-style-type: none"> • check all bedding by removing and searching sheets, blankets and pillowcases. Check seams, and the integrity of the mattress and pillow, lift and move the mattress to the floor to ensure nothing is stored under the mattress, check around the bed frame for any breakages, and loosening of parts, place mattress and bedding back onto the bed frame. 	<p>Fixed Furniture:</p> <ul style="list-style-type: none"> • inspect shelves, tables and cabinets, check all around and beneath with your hands, remove all clothing from shelves and check hems and pockets. Return searched items to shelves. • leaf through all books, checking spines of books, magazines, newspapers, photos and rubbish bins.
<p>Window & fixtures</p> <ul style="list-style-type: none"> • examine the window frame, sills, joins and fittings by feeling around the frame. • examine the lighting fixtures and examine the integrity of the seals, examine the door frame, including the top of the door, examine around the power points by feeling around the casing, inspect the smoke detectors. • Check for missing screws etc. 	<p>En-suite and bathrooms:</p> <ul style="list-style-type: none"> • examine around the basin, toilet and drains • examine and check the integrity of the mirrors and toilet roll holders • examine and check consumer’s toiletries and toilet paper roll, towel.

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Attachment 4 – Strip search information sheet

- Explain why the search is required and how it is to be conducted. Keep in mind the consumer may not be familiar with the process.
- Ensure the following is available in the seclusion room: a towel, gloves, and a modesty gown and a minimum of two Authorised Health Practitioners are present at all times (one to instruct and guide the consumer in the search process, the second to collect the clothing).
- During a strip search one Authorised Health Practitioner will stand to the front of the consumer and the other to the side to clearly see the floor where the consumer is standing. The mattress should be situated, and is to remain, between the staff and the consumer.
- The Authorised Health Practitioner must **never touch** the consumer.
- Authorised Health Practitioner may need to demonstrate the desired action when instructing the consumer through the search procedure.
- Authorised Health Practitioner must look at the area around the consumer for items that may have dropped before or during the search.

Instruct the consumer to:

- stand on the far side of the seclusion mattress.
- surrender any unauthorised items.
- to remove headwear, such as hats, hairclips and hair bands. (Religious headwear must be searched in a culturally sensitive manner).
- run their fingers through their hair, starting from the back of the head to the front.
- turn to the side so the clinician can look in and behind each ear.
- place their hands out in front of them, palms face down and with fingers spread.
- turn their hands over.
- remove their shirt and place it on the mattress for searching, provide consumer with a Dhulwa modesty gown. If a female consumer, advise the consumer to take their bra off after placing the gown on.
- bend forward and run their hands underneath their breasts and stomach.
- remove their shoes and socks and turn their socks inside out and place their shoes and socks on the mattress for searching.
- turn around and lift each foot in turn for the soles of their feet are checked.
- remove their trousers/skirt and place on the mattress for searching by staff.
- remove underpants and turn their underpants inside out and place them on the mattress for searching.
- to step to one side to ensure they are not standing on any items that may have dropped.
- allowed to dress privately.

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