



Australian Government

Department of Education, Employment and Workplace Relations

CSCSAS303A Conduct searches

Revision Number: 2

CSCSAS303A Conduct searches

Modification History

CSCSAS303A Release 2: Layout adjusted. No changes to content.
CSCSAS303A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to conduct searches of property and people to detect or prevent breaches of security, orders and safety.

Application of the Unit

This unit supports the attainment of skills and knowledge required for working in detention centres, correctional centres and prisons and on work sites or in accommodation or activities where offenders are under statutory supervision requiring the prohibition of specific substances and objects.

Customisation will be required to accommodate the different work sites and defined work role contexts in which this unit will be applied.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Search environment and property.	<p>1.1 Define the <i>search operation and task information</i> and communicate this to relevant people.</p> <p>1.2 Use communication strategies to promote cooperation and effective search outcomes.</p> <p>1.3 Establish the security of the <i>environment and property</i> according to search procedures and safety considerations.</p> <p>1.4 Identify and use correct <i>search equipment</i> according to organisational procedures.</p> <p>1.5 Conduct search according to standard operating procedures to ensure <i>thorough and systematic process</i> is used.</p> <p>1.6 Seize and record unauthorised items and secure these according to procedures.</p> <p>1.7 Return authorised items in the condition found.</p> <p>1.8 Complete reports promptly, accurately and in the required format.</p>
2 Search people.	<p>2.1 Monitor offenders and their contacts to detect unauthorised concealment.</p> <p>2.2 Inform relevant people of the purpose and procedures to be used in searches clearly and accurately.</p> <p>2.3 Ensure <i>searching of people</i> complies with <i>organisational policies and procedures</i> and principles of humane care.</p> <p>2.4 Secure unauthorised items according to procedures and concern for the safety and welfare of all involved.</p> <p>2.5 Provide clear, accurate and comprehensive information to relevant people.</p>

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- using safe, thorough and systematic search techniques
- using search equipment for the purpose and in the manner intended and authorised
- identifying all prohibited objects and substances
- identifying all possible concealment areas
- using ethical and humane interactions with all people involved in searches
- using information that is accurate, clear and readily understood
- handling and protecting evidence
- recording and reporting outcomes of search procedures.

Required knowledge:

- organisation's policies, procedures and legal requirements relating to conducting searches of environment, property and people
- organisation's policies, procedures and legal requirements relating to identification and confiscation of unauthorised and illegal objects and substances
- effective search techniques
- occupational health and safety policies relevant to hazards associated with searches
- communication principles relevant to promoting cooperation and understanding, cultural impact and dealing with conflict
- evidence protection, chain of evidence and secure handling
- code of conduct
- principles of duty of care and humane treatment.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Assessment of this unit can be applied using a combination of training outcomes and performance in the workplace, with the principal evidence developed through performance in routine work functions in the workplace.

Evidence needs to be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and/or apply the principles in a different situation or change of environment. Where this unit specifies performance in areas with unpredictable and risk implications, assessment in simulations should be used as well as retrospective documentation and observation of performance working with high risk offenders and in a range of different environments where searches occur.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to conduct searches in a range of (two or more) contexts or occasions, over time.

Context of and specific resources for assessment

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when conducting searches, including coping with difficulties, irregularities and breakdowns in routine
- copies of legislation, policies, procedures and guidelines relating to conducting searches
- access to appropriate learning and assessment support when required.

Method of assessment

Evidence must include observation and information generated in the workplace as well as observation of performance in routine work functions or, where this is not possible, in a simulated exercise to confirm the transferability of the competencies.

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues
- scenarios
- simulations or role plays.

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Search operation and task information should include:

- confirmation of the powers to search under legislation, policy and procedures
- purpose of the search
- area to be searched
- specified objectives
- types of search, including:
 - cell search
 - vehicle search
 - mail search
 - baggage search
 - area search
 - environment search
 - search of individuals
 - routine or special search of property
- search of equipment, machinery and appliances.

Environment and property should include relevant selections from:

- accommodation
- special locations, such as kitchens, recreational areas, education centres and work areas
- personal possessions
- external locations
- deliveries
- grounds
- equipment, machinery and appliances
- inside and outside the correctional facility.

Search equipment may include:

- gloves
- personal protective clothing and equipment
- probes
- mirrors
- cameras and video cameras
- x-ray
- restraint equipment
- detector dogs
- authorised evidence containers
- sample containers.

Thorough and systematic process means the search includes:

- systematic approach, for example starting at one point and searching in a clockwise or anti-clockwise direction
- consideration of all methods of concealment
- consideration of contents in light of information or grounds for the search
- consideration of the potential for items to be used for escape or intelligence.

Searching of people should include:

- offenders
- visitors
- public
- colleagues
- support staff
- high risk offenders
- offenders from different cultural backgrounds
- in locations outside the correctional facility.

Organisational policies and procedures should include references to:

- authorisation to search
- prohibited, restricted and unauthorised material
- requirements for strip searches, including gender restrictions, location, etc.
- handling, security and storage of unauthorised property
- incident recording and reporting
- requirements for searching visitors
- occupational health and safety policies
- code of conduct
- principles of duty of care and humane care.

Unit Sector(s)

Safety and security.

Competency field

Not applicable.