

STANDARD OPERATING PROCEDURE SEARCHES WITH DOGS (SOP21-040)

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Name of Trust Strategy/Policy/Guidelines this SOP refers to:	<ul style="list-style-type: none"> • Inpatient Search Policy • Entry and Exit for Non-Secure Mental Health and Learning Disability Inpatient Units Policy • Management of Violence and Aggressive Behaviour Policy • AWOL Inpatient Leave Policy • Safe and Secure Handling of Medicines Policy • Patients Property Procedure

VALIDITY – All local SOPS should be accessed via the Trust intranet

CHANGE RECORD

Version	Date	Change details
1.0	Dec 2021	New SOP – approved at Health & Safety Group Dec-21

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1. INTRODUCTION

To support the work of the Humber Teaching NHS Foundation Trust (The Trust) in deterring the use and supply of illegal and illicit substances within In-patient units throughout the Trust.

This is achieved by delivering a proactive and reactive, cost effective drug detection dog service, to assist in the detection and reducing the amount of illegal and illicit substances. These actions will aid in the promotion and maintenance of a safe and secure environment for patients, staff, visitors and the public.

2. SCOPE

This document applies to all clinical staff in inpatient and residential mental health and learning disability services where there is an identified need to search on the grounds of safety or security due to the behaviour or risk presented by an individual (patient, staff, visitor, contractor etc).

The aim of the Searches is to:

- Provide a long-term deterrent to persons wishing to use or supply illegal or illicit drugs by the use of:
 - Proactive frequent but irregular and
 - Reactive intelligence led
 - deployment of a drug detection dog service.
- Improve the safety and security of all persons to promote and maintain a safe environment within which care and treatment can be delivered safely.

3. DUTIES AND RESPONSIBILITIES

The search will be achieved by the deployment of dual purpose (passive & proactive) role drug dog(s) and handler(s), accompanied by a minimum of 1 member(s) of staff to assist in the detection of illegal and illicit substances. This member of staff will be fully conversant with the search policies and procedures for the area within which search is to take place. This member of staff will endeavour to ensure the safety and welfare of the dog handler when working within an in-patient area.

Staff will be provided on a need-to-know basis when searches are to take place within The Trust.

All searching will be conducted in accordance with the Trusts Search policies and the Mental Health Act 1983 (amended 2007).

The Provider will provide the relevant insurance certificates, appropriate training certificates of both handlers and dogs.

Due to working with vulnerable people (patients) all Provider staff attending the listed premises must have an up to date DBS check.

- Preventing drugs from entering the units
- Detecting drugs that have been brought in to the units

The dogs will only be utilised to search areas when there are no unauthorised persons present. Such searches will include communal areas, grounds, facilities and service areas and vehicles

The Provider staff are trained to undertake both the Passive and Pro- Active role

Passive search dogs are defined as dogs which can be utilised when searching people.

- Preventing drugs from entering the units
- Detecting drugs that have been brought into the units

Pro-Active search dogs are defined as dogs that search 'general areas'

4. PROCEDURES

All requests to use this service will be conducted through the Safety Department via email or 07808 395566 during working hours.

The Trust will provide the Provider with all relevant information relating to the unit they are visiting with regards to the risk, any clinical activities and working procedures (Fire, emergency).

Proactive Searches (Sessional)

Are pre-booked in advance, all search areas will be determined by the Services Clinical Lead, General Manger, Modern Matron and the Security Lead, the frequency will be as per the table below and arranged by mutual agreement with the Provider.

Per Annum	Breakdown per visit £	Minimum Total per session £
Up to 4 searches	£45 per hour + vat (minimum of 4 hours per session)	£ 180.00 + VAT
18hrs hrs notice to cancel booking, otherwise full charge will be applied to the Service		

Services will be provided on needs analysis identified through Intelligence and on a proactive basis.

The Provider will provide The Trust with as much notice as possible if a search cannot take place – minimum of 48 hours.

Ad-hoc Searches

These are additional to those detailed above will be accommodated by negotiation with the Services Clinical Lead, General Manger, Modern Matron and the Security Lead, which may require additional funding for the provision of drug dogs.

Breakdown per visit £	Total per session (minimum) £
£45 per hour + vat (minimum of 4 hours per session)	£ 180.00 + VAT

The Provider will make every effort to respond to spontaneous requests for attendance drug detection dogs on intelligence led security operations.

Requests for intelligence led proactive searches will always receive a priority response.

4.1. Contraband items located

Any contraband items (Drugs) located on the searches will be confiscated by a member of staff accompanying the Provider. Actions will be taken to dispose of the item accordingly, in line with The Trusts policies and procedures and where applicable Humberside Police will be contacted by The Trust.

A record will be kept with the Service and any items located will be recorded on Datix the Trusts reporting platform and patients records, where applicable.

5. REFERENCES

- Clinical Management of Drug and Alcohol Users in Mental Health Community and Inpatient Settings
- Entry and Exit for Non-Secure Mental Health and Learning Disability Inpatient Units Policy
- Management of Violence and Aggressive Behaviour Policy
- AWOL Inpatient Leave Policy
- Safe and Secure Handling of Medicines Policy
- Patients Property Procedure

Appendix 1: Equality Impact Assessment

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name: Search Dogs SOP
2. EIA Reviewer (name, job title, base and contact details): V Shaw, H&S Advisor and Security Lead
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? SOP

<p>Main Aims of the Document, Process or Service This service is a deterrent in the use and supply of illegal and illicit substances within In-patient units throughout the Trust</p>
<p>Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma</p>

<p>Equality Target Group</p> <ol style="list-style-type: none"> 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment 	<p>Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?</p> <p>Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)</p>	<p>How have you arrived at the equality impact score?</p> <ol style="list-style-type: none"> a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	<p>Including specific ages and age groups:</p> <p>Older people Young people Children Early years</p>	Low	Actions to be taken in event on an incident and measures to be proactive
Disability	<p>Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities:</p> <p>Sensory Physical Learning Mental health</p> <p>(including cancer, HIV, multiple sclerosis)</p>	Low	Procedure covers all groups and is adaptable if required to accommodate peoples specific needs
Sex	<p>Men/Male Women/Female</p>	Low	Actions to be taken in event on an incident and measures to be proactive, not gender specific
Marriage/Civil Partnership		Low	Actions to be taken in event on an incident and measures to be proactive
Pregnancy/ Maternity		Low	Actions to be taken in event on an incident and measures to be proactive
Race	<p>Colour Nationality Ethnic/national origins</p>	Low	Actions to be taken in event on an incident and measures to be proactive covers all national and ethical

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	Actions to be taken in event on an incident and measures to be proactive is not religion based
Sexual Orientation	Lesbian Gay men Bisexual	Low	Not applicable
Gender Reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Not applicable

Summary

This document is low risk and will not have a negative effect on any of the above equality target groups.	
EIA Reviewer: H&S Advisor and Security Lead	
Date completed: November 2021	Signature: V SHAW