

**PROTOCOL FOR SEARCH OF POLICE OFFICER'S/POLICE STAFF
MEMBERS LOCKERS/DESKS**

All furniture in police stations and police offices, including lockers, belong to the Police Authority and the organisation has a right to search them. Private belongings found within (including briefcases, document wallets, etc) will not normally be subject of a search unless authority exists under the Police and Criminal Evidence Act or the officer/police staff member consents in writing.

Where it is believed there is a necessity to search the locker or desk allocated to a police officer or a police staff member, in the first instance, a supervisor or line manager should contact the individual concerned and explain the reasons that have arisen, which would result in the searching, unless such action could lead to compromising an investigation. The search will not be speculative and should be for a specific criminal or misconduct matter.

The officer/police staff member, wherever possible, should be given the opportunity to be present during the search. There should also be an independent third party present to observe the process.

If the officer/police staff member is unable to be present or is to be excluded, then a member of the relevant Staff Association should be invited to be present unless the delay in doing so would negate the reason for the search or there is any other justifiable reason. In which case the relevant Staff Association will be advised as soon as possible and another supervisor not connected with the case should act as the Independent observer. The reason should be recorded prior to the search commencing.

Where a search is performed, the reason for the search should be documented and any property seized recorded. A copy of the record of search and property seized should be signed by all present and supplied to the officer/police staff member when appropriate.

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