

NATIONALLY AGREED STANDARD OPERATING PROCEDURE (NASOP)

Title: Stop and search of vehicles at checkpoints

Version: 1.1

Prepared by: Subcommittee on Emergency Animal Disease

Approved by: Animal Health Committee

Revision history:

Version	Date of approval	Comments
1.0	28/04/09	AHA Website
1.1	02/05/11	Approved by AHC

NASOPs support national consistency and provide guidance to response personnel undertaking operational tasks.

1. Purpose

- To outline the steps to stop and search vehicles at checkpoints.

2. Application/Scope

- Checkpoint teams control or prevent the spread of disease by controlling the movements of animals, persons and products.
- The checking of a vehicle may be necessary to restrict the movement of infected animals and materials in accordance with specified movement restrictions.
- A risk assessment should be carried out to determine which vehicles are deemed to be a 'high risk' vehicle. Such vehicles may include:
 - vehicles carrying livestock or livestock products
 - vehicles whose occupants appear to be acting suspiciously
 - vehicles reported to be acting contrary to movement restrictions.
- A pass or permit system could be used to allow low risk vehicles to move through the checkpoint without stopping.

3. Resources/equipment

- Personnel
 - appropriately credentialed
 - authorised "inspector"(appointed under relevant legislation)
- Equipment
 - high visibility vests and other personal safety equipment
 - torch, wickets hats, stop sign and light wands
 - appropriate personal protective equipment (PPE)
 - camera
 - decontamination equipment
- Communications equipment
- Information
 - written information for vehicle drivers
 - relevant movement conditions
 - list of prohibited items
- Administrative items
 - recording materials

- permits
- inspectors identification

4. Warnings

- Operating on a roadway can be extremely hazardous. This danger is increased during times of increased traffic or adverse road or weather conditions.
- Checkpoint operators must wear appropriate safety equipment at all times including clothing that provides adequate protection from the weather and sunscreen protection.
- Appropriate PPE is to be worn if applicable to the emergency disease.
- Checkpoint operators may experience irate drivers or threatening behaviour.
- Under no circumstances should operations centre or checkpoint personnel attempt to pursue a vehicle /or persons that have not complied with the checkpoint requirements.
- Personnel may be required to use portable or temporary toilets and dining facilities.
- Communications between the checkpoint and the operations centre must be in place at all times. Scheduled regular “call-ins” may be required.
- Severe weather or other circumstances may impact on the ability to maintain the checkpoint.

5. Description of activities

- Determine whether approaching vehicle is to be stopped in accordance with established policy.
 - Assess whether the occupant(s) and/or vehicle are a potential risk to personal safety. If such a risk is identified, the vehicle should not be approached unless police support is readily available. Record the registration and pass the details on to police.
- If vehicle is to be stopped, an approved stop sign should be deployed.
- Stay within designated safe area until the vehicle(s) comes to a halt.
- Once the vehicle has completely stopped, check the driver has applied the handbrake and the vehicle is turned off.
- Identify yourself and explain the current situation.
- If checkpoint pass system exists, check for presence of pass, and if satisfied, signal driver to proceed.
- Otherwise, ask the driver whether they have any restricted goods in their vehicle and ask for permission to inspect the contents of the vehicle.
- Check any permits presented for compliance.
- Conduct inspection of vehicle and contents.
 - Items to be inspected must be opened and moved by an occupant of the vehicle. Checkpoint personnel should not personally move, open or unpack any items requiring inspection.
- If unauthorised animal and/or materials are found, the driver should be asked to park their vehicle in a designated location and await further instructions.
- Detained vehicles are to be managed in a manner determined by the operations centre.
- In the event of a vehicle and/or persons not complying with the checkpoint requirements, police should be provided with the details of the occupants and vehicles.
- Once inspection is complete and no unauthorised animal and/or materials are found, ensure load is returned to its original condition. Thank the driver, and provide printed information if available.
- Ensure vehicles and personnel are appropriately disinfected as required.
- Record the appropriate details of each vehicle inspected and its contents.
- Allow compliant vehicles to proceed through the checkpoint.
- Provide a detailed activity report to the Restricted Area Movement and Security (RAMS) section of the operations centre at the completion of each shift

6. References

- NASOP 12—Decontamination of large equipment
- SOP—Stop and Search of Vehicles at Checkpoints, Mulligan, A. and O'Connor, G. NSW DPI.
- SOP—Managing a Checkpoint – RAMS, Howarth, G. DPI Victoria.

7. Appendices

- Nil