3-14/040.10 - Searching New Remands

The bailiff, transporting deputy or lockup personnel shall have the responsibility of taking custody of all newly remanded persons and searching them for weapons and contraband.

After a person is taken into custody, a pat-down search for weapons shall be made as soon as possible. This should be done out of the presence of the public to avoid any embarrassment.

Upon entering lockup, a hand-held metal detector shall be used to supplement the pat-down search of all inmates prior to removing the handcuffs of the remand.

Under no circumstances, should a newly committed person be placed in the lockup with other inmates without having been searched, both physically and with a hand-held metal detector, for weapons or contraband.

Contraband items that are not illegal will normally be placed in an envelope or property bag and sealed. The remanded person’s name shall be written on the outside of the envelope/bag along with a complete inventory of the items. If the person is subsequently remanded to the custody of the Sheriff, the envelope shall be delivered to lockup personnel with the newly remanded person. The contents of the envelope/bag shall be returned to the person only when the person is released from the custody of the Sheriff. When returning property to a person who is being released, obtain the person’s signature for receipt of the property on the envelope below the listed inventory.