3-02-100 Searches of Vendors, Volunteers, Contractors and Tours

REFERENCE: CDM 3-01/090.05, 3-10/010.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the search and inspection of all civilians and their personal effects when entering the secured areas of Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all volunteer groups (e.g., clergy, Alcoholics Anonymous, Narcotics Anonymous, etc.), contractors, Sheriff's Department maintenance workers, Internal Services Department (ISD) personnel, vendors, and visitors entering any secured area of PDC South Facility.

ORDER:

All civilian volunteers and outside program representatives shall meet all the security entry criteria listed in CDM section 3-10/010.00, "Custody Entry Criteria for Non-Department Persons."

All civilians entering PDC South Facility are subject to search, as posted and stated in their signed application.

A custody canine (K-9) may assist with a search of sworn, non-sworn, professional staff, volunteer, vendors, and/or anyone else who enters South Facility. Custody K-9s are trained to detect narcotics, alcohol, and cell phones. K-9s shall not search any food items. A supervisor shall search the food items to ensure that contraband has not been concealed.

Civilians (e.g., vendors, volunteers, contractors, and tours) are authorized to possess the following property as allowed in CDM section 3-01/090.00, "Security of Personal Property:"

- Department authorized equipment/appropriate civilian attire
- Water bottle
- Personal hygiene items
- Soft-sided, clear panel, handheld lunch container, not to exceed 13" x 13" x 9"
- Clear backpack measuring no larger than 21" x 12" x 10"
- Materials related to work, furtherance of inmate education, or faith based

- Prescription and over-the-counter medication in its original container (non-narcotic only)
- Computers (with approval of the watch commander) as needed for classes or instruction

Prohibited items include, but are not limited to:

- Contraband items of any nature
- Personal computers
- Cellular phones (refer to CDM section 3-01/090.05, “Wireless Communication Devices”)
- Video games
- Magazines, books, crossword puzzles, or any other form of reading material not related to the job or deemed inappropriate
- Personal music/audio players
- Any format a movie can be contained in/on (e.g., DVD, Blu-Ray, digital, or any other form). Educational media and delivery systems shall be pre-approved by the unit commander or their designee.

PROCEDURES

All sworn personnel are encouraged to conduct random and periodic inspections and searches of civilian personnel and their personal effects. The searches shall be conducted at a minimum of once per week. All searches shall be conducted in the presence of a supervisor, and all search contacts shall be logged in the Watch Commander’s Log.

All personal property bags brought into custody facilities shall be clear. The decision to bring personal items into the secured area of a custody facility is an individual’s decision. Items brought into a secured area shall be kept to a minimum and shall be limited to items needed during the workday.

Bags/containers brought into the secured area of a custody facility shall be constructed with clear panels. With regard to Regarding this policy, a backpack, briefcase, tote, or lunch box are considered bags. Personal medications and hygiene products may be stored within a smaller opaque container within the main clear bag.

To ensure the ease of content inspection, identifying markings, stickers, patches, unit logos, or graphics shall not obstruct the transparent view of the contents in the bag and shall not be offensive in nature.

A visual inspection of food items is sufficient, but periodically, or if there is suspicion with any food item, it may be manually inspected, probed or opened to complete the search. The actual searching, probing, or opening of a civilian’s food shall be conducted by personnel possessing it, in the presence of the supervisor requesting the search.

The watch commander shall be notified immediately when contraband is found. It shall be the watch commander’s discretion on how to handle the civilian found in violation of this order, based on the egregiousness of the contraband found.

NOTE: The unit commander has the final authority to add, delete, or approve any of the above listed items.