

## **5-01-060 Search Procedures (Barrack Searches)**

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**Effective Date:** 10-07-07

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**Review Date:** 01-04-19

#### **Purpose Of Order:**

The purpose of this order is to establish procedures and guidelines for the frequency of searching barracks at Pitchess Detention Center (PDC) South Facility. The intended purpose of frequent searches is aid in the control of contraband, to recover missing or stolen property, and to ensure the security and safety of the facility.

#### **Scope Of Order:**

This order applies to all personnel assigned to, and working at PDC South Facility.

#### **Order:**

Inmates and their property are subject to search at any time. Whenever possible, all deputies and custody assistants are encouraged to conduct random searches of inmates, their housing areas, and areas commonly accessed by inmates. Inmate barracks and work areas shall be searched on a frequent, regular basis to prevent and control the movement and possession of weapons, narcotics, stolen property and accumulation of other contraband.

For barrack searches, a line sergeant shall be notified prior to the start of the search, and the line sergeant or supervising line deputy must be present during the entire search. There shall be a sufficient number of custody personnel to conduct the search in a safe manner. The amount of personnel needed shall be determined by the size of the area to be searched.

Prior to any search, the area should be cleared of inmates. Inmates should be escorted to another area

#### **Barrack Search Classifications**

##### *Cursory Barrack Search:*

Cursory barrack searches should be conducted at random by personnel. This type of search is casual and low

profile, typically undertaken by one or two Deputies and/or custody assistants, which involves searching a limited number of bunks and/or inmates. A cursory barrack search may also include a search of the bathroom, shower, day room and other common areas accessed by inmates.

The purpose of a cursory barrack search is to control contraband and discover weapons and narcotics. Spontaneous, random, and unscheduled searches can aid in the recovery of contraband. During a cursory barrack search, deputies and/or custody assistants should reasonably limit the total number of bunks being searched (usually 10 to 12 bunks). This type of search should not affect the normal operation of the facility.

Personnel conducting a cursory barrack search must ensure bunks and property are not disturbed more than necessary in order to thoroughly search the area/bunks being targeted. Only items identified as contraband should be confiscated and removed.

#### *Routine Barrack Searches:*

Routine barrack searches when conducted at regular intervals, positively affect the security and safety of both inmates and employees. A routine barrack search can be either random or scheduled (i.e., linen exchange) and encompasses a search of the entire barrack.

All barracks should be searched at least twice a month. All other common areas should be searched thoroughly, at least once a month, for weapons, narcotics and other contraband. A "common area" is any area which can be accessed by inmates such as the yard, inmate dining room, kitchen, visiting or clinic.

Housing areas should be searched thoroughly, paying close attention to any crevices or holes where contraband may be hidden. When searching cells or bed areas, mattresses should be inspected for lumps and/or irregular seams. Bedding and clothing (paying particular attention to seams), all bunks, tables, and chairs shall also be closely inspected. Any excess food, clothing and contraband shall be removed from cells and housing areas. All contraband items shall be documented and inmates disciplined accordingly.

#### *Specific Barrack Searches:*

A Specific Barrack search is conducted when reasonable suspicion exists, based upon specific, articulable information, that there are narcotics, weapons, missing/stolen property, or other items of evidentiary value within the barrack or area to be searched. This type of search will be methodical, thorough and complete. It may result in the interruption of normal operations of both the barrack and facility, depending on the scope and number of barracks to be searched.

Any personnel wishing to conduct a specific barrack search shall notify the supervising line (senior) deputy and articulate the reasons why the search is being requested. The supervising line (senior) deputy will then notify the line sergeant who will determine if a specific barrack search is warranted. A sergeant or supervising line (senior) deputy must be present during the entire search. The search should be videotaped for documentation and to monitor inmate behavior.

### **Search Documentation and Reports**

At the completion of any search, the watch deputy shall make an entry in the facility log noting the barrack searched, the sergeant who supervised the search, and any significant information resulting from the search.

All searches shall be logged and signed in the Uniform Daily Activity Log (UDAL) by the line sergeant or senior deputy. The handling deputy or custody assistant designated to complete the search report shall be responsible for processing it through the Custody Automated Reporting and Tracking System (CARTS). Upon completion, the report will be approved by the watch sergeant, and submitted to the watch commander for review. All search reports shall be completed and approved by the watch commander the end of the shift. A copy of the report shall be retained in a binder, located in the sergeant's office.

### **Care and Control of Inmate Property**

Personnel participating in any type of barrack search should handle the inmate's property with care.

- If inmates are removed from their housing area and their property left behind, the property will be searched and all contraband items removed. The property shall be left on top of the inmate's bunk.
- If inmates are removed from their housing area and they take their personal and county issued property (excluding mattress), the property should be searched in their presence. When all contraband items are removed, the remainder of the property will be returned to the inmate.
- Bunks of inmates who are not present, due to other commitments (e.g., court, class, work assignments, medical passes, etc.) shall also be searched.
- All excess personal property possessed by the inmate shall be disposed of or released to a visitor. Inmates shall be given a choice of which property they wish to dispose of without compensation.
- In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a 4 hour period shall be destroyed.

Pictures, drawings, etc., determined to be lewd, overly inappropriate, or gang related shall be properly disposed of in the contraband barrel.

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