

## 3-09-300 Inmate Housing Searches

### PURPOSE OF ORDER:

The purpose of this order is to establish policies and procedures for searching inmate housing areas at Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at TTCF.

### ORDER:

All inmate housing areas and the property within the housing areas are subject to random searches at any time. Each supervising line deputy assigned to line operations shall be responsible for supervising housing area searches on a regular, but staggered basis for the purposes of controlling contraband, ensuring there is nothing present that may be a threat to personnel, inmates, or the security of the facility, and for deterring inmates from possessing contraband, manufacturing weapons and/or any other form of contraband. All searches shall be conducted in a manner consistent with the procedures set forth in this unit order.

NOTE: Supervising line deputies assigned to work in the capacity of a deputy sheriff generalist are exempt from this responsibility.

#### Accountability

Random module, pod or medical ward searches in all areas, with the exception of locations housing sexually violent predators (SVP), shall be done only with the approval of a sergeant. A supervising line deputy or a sergeant shall be present while the search is being conducted. Refer to the SVP Housing Search section of this unit order for the policies regarding the search of that area.

The supervisor shall ensure the electronic Custody Facility Search Report, SH-J-434 is generated and submitted to the watch commander via the Custody Automated Reporting and Tracking System (CARTS). The deputy or custody assistant designated to complete the search report shall be responsible for generating a reference number. The report shall include the name of the person authorizing the search, the date and time of the search, the housing area searched, the names and employee numbers of all personnel involved in the search, the actual cell each person searched and any contraband that was found.

The module personnel shall be responsible for logging all searches in the electronic Uniform Daily Activity Log (e-UDAL). The entry shall include the time the search was conducted and the name of the supervisor present during the search. Additionally, the shift watch commander shall ensure each supervising line deputy assigned to his/her shift has conducted searches of all housing areas at least once per quarter.

At the conclusion of the search, a sergeant or supervising line deputy shall be available to accept comments and complaints from the inmates. Any claims of personal property damaged, destroyed, or missing shall be brought to the immediate attention of the supervisor. The goal is to attempt to resolve all damaged, destroyed, or missing property complaints at that time. Supervisors shall view this aspect of the search as an important risk management issue. If the complaint cannot be resolved at that time, the supervisor shall

provide the inmate(s) with an Inmate Complaint or Property Claim Form. The supervisor shall also prepare a written memo stating all steps taken to resolve the matter, which will be attached to the completed Inmate Complaint or Property Claim Form.

Routine searches of housing areas do not require videotaping. However, if a search is going to be conducted under special circumstances, such as a search for weapons or narcotics as a result of information concerning the possibility that such contraband exists, a video camera shall be used. If a videotaping of the search is conducted, the videotape shall be forwarded to the Administration office and retained for a period of one year, or booked into evidence, if applicable.

#### Module, Pod or Medical Ward Searches

All personnel shall be familiar with the items considered to be "Allowable Inmate

Property" and with the items which constitute "Contraband," both of which are defined in Unit Order #5-21-310.

Inmates housed in modules, pods or medical wards during the time those areas are being searched may be subject to searches of their person. Refer to Unit Order #3-09-310, Inmate Searches.

Personnel conducting searches shall take all reasonable measures to ensure the inmates' property is handled with care.

- If inmates are removed from their housing area and their property was left behind, the property will be searched and all contraband items removed. The property shall be left on top of the inmates' 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
- All bunks shall be searched whether the inmate is present or not
- All personal property listed in Custody Division Manual, sections 5-06/010.05 and 5-06/010.10 (including commissary) and county issued property (with the exception of their sheet and blanket), that does not fit properly inside the inmate property bag, will be considered contraband and will be confiscated and disposed of without compensation (this is due to health reasons)
- In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a four hour period will be considered contraband and SHALL be destroyed
- Pictures, drawings, etc., determined to be lewd or inappropriate shall be properly disposed of in the designated contraband disposal container.

#### Individual Cell Searches

Deputies and/or housing officers are encouraged to conduct frequent random individual cell searches on a regular basis. A supervisor's approval is required for individual cell searches. Keeping officer safety in mind, more than one deputy or Custody Assistant shall be present during individual cell searches.

#### Common Area Searches

All personnel are encouraged to conduct routine searches of common areas. Common areas include, but are not limited to:

- Dayrooms,
- Indoor and Outdoor Recreation Areas,
- Staging Areas,
- Connecting Corridors,
- Storage Rooms,
- Common Bathrooms,
- Clinics,
- Hallways,
- Visiting Areas/Attorney Rooms.

#### SVP Housing Search

Any search of an entire SVP pod shall require prior notification and approval of the TTCF Watch Commander and the TTCF Legal Unit. E-mail notification to the unit commander shall be made to explain the circumstances necessitating the search and describing the results. When feasible, the watch commander is encouraged to monitor any search of an SVP pod.

Searches of an individual SVP's cell or assigned living area and property may be authorized by a sergeant. No e-mail notification is required. The necessity to videotape any SVP search shall be at the sole discretion of the authority authorizing the search.

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