

5-23/006.00 Security and Searches of Personal Property

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the searches of any personal property brought into secured areas within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all persons entering the secured areas of the IRC.

ORDER:

For the purpose of maintaining safety and security, IRC supervisors at the minimum rank of sergeant may, at any time, conduct searches of employees' personal belongings or containers upon entry to the facility or while inside a secured area of the IRC. Such searches shall be logged in the watch commander's log.

A secured area is defined as an area in which inmates may be present or an area that is directly related to inmate processing, such as interior control booths and sally ports.

Personal security dictates that personnel should refrain from bringing items which contain personal identification information (e.g., wallets, purses, checkbooks, etc.) into secured areas to prevent loss or compromise of information. Should personnel elect to bring in any such item, they shall be maintained on their person or stored in a locked compartment.

This policy does not limit persons from bringing into secure areas, items or containers that contain necessary tools, training material or equipment to facilitate the performance of their duties, (i.e., tool chests, medical bags, digital test equipment, etc.), nor does it limit personnel, who are attending training, from entering the facility wearing civilian attire en-route to the Officer's Dining Room (ODR).

All personal property shall be secured at all times, and shall not be stored in any area which may be accessible to inmates. The unit commander has the final authority to determine what personal property is

allowed within their facility.

Items allowed upon entering secured areas other than necessary equipment (i.e. authorized flashlights, O.C. spray, handcuffs, TASER, field notebook etc.) include the following:

- Food, beverage items and snacks sufficient for one meal during an eight (8) hour shift.
- Medication needed to cover one eight (8) hour shift.
- One (1) binder/notebook of reference materials (i.e. "brain book").

The IRC watch commander may approve, on a case by case basis, other personal items inside secured areas if sufficient needs and justification exists. Such approval shall be logged into the watch commander's log indicating the employee's information, a description of the items and the justification for the items being brought inside a secured area.

Additional food, beverages and/or medication intended for beyond an eight (8) hour shift shall be kept in the employee's locker, and can be retrieved at some point during the next consecutive shift, such as in the case of an employee working a 16 hour ("double") shift.

Bags/containers brought into any secured area of the IRC shall be constructed with clear panels. A maximum of one clear backpack and one clear bag/lunch box will be allowed per staff member. Clear backpacks shall measure no larger than 21x12x10 inches and clear bags/lunch boxes shall measure no larger than 13x13x9 inches.

Random searches of personal property shall be conducted periodically by a supervisor at the minimum rank of sergeant as necessary, and logged in the watch commander's log.

Specific searches of personal property belonging to an employee shall also, be logged in the watch commander's log with the employee name, employee number, and items/containers searched (e.g., lunch bag, back pack etc.).

For additional information, refer to the *Custody Division Manual (CDM)*, **Section 3-01/090.00 Security of**

Personal Property.
