

## 3-08-010 Security of Personal Property

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding security searches of bags, containers, or any other property capable of carrying contraband into the secured areas of Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to, working at, and/or any other persons entering the secured areas of TTCF.

### ORDER:

All persons and/or property entering a secured area of TTCF are subject to search.

To ensure the safety and security of all persons in TTCF, the following personal property is prohibited inside the secured areas:

- Weapons, including but not limited to firearms and knives, are expressly prohibited inside security.
- Except for the Officer's Dining Room (ODR), and only with the specific permission of the Unit Commander, metal silverware shall not be brought into secured areas of TTCF. Personal electrical appliances must be approved by the unit commander before being brought into the facility (e.g. coffee pots, toasters, heaters, fans).
- Electronic devices are prohibited (e.g. tape/CD/MP3 players, or DVD players, games, radios).
- Personal laptop computers and tablets are prohibited unless prior approval is provided by the unit commander.
- Reading material not related to the job or the furtherance of formal education.
- Prescription and over-the-counter medications that are not in the original labeled retail container.
- Umbrellas.
- Possession of wireless communication devices, including, but not limited to, cell phones, any voice over internet protocol (VOIP) phone, or wireless Internet devices are prohibited.
- Cameras and/or video recording devices shall not be allowed inside the facility unless prior approval is obtained from the watch commander or above.
- Tobacco products, matches and/or cigarette lighters.

The decision to bring personal items into the secured areas of TTCF is an individual's decision. Items brought

into TTCF should be kept to a minimum and should be limited to items needed during your workday.

- A maximum of one clear backpack and one clear bag or lunch box will be allowed per staff member.
- Clear backpacks shall measure no larger than 21" x 12" x 10".
- Clear bags and clear lunch boxes shall measure no larger than 13" x 13" x 9".
- Personal medications and hygiene products may be stored within a smaller opaque container within the main clear bag. • Identifying markings, stickers, and/or patches shall not obstruct the view of the contents in the bag.
- This does not affect Department issued mandated equipment and issued storage/carrying bags (e.g. ballistic helmets and gas masks).

Watch commanders shall ensure a minimum of two random searches are conducted each week of persons entering the secured area during their assigned shift. Watch commanders, sergeants, supervising line deputies, deputies, and custody assistants assigned to Facility Control and Tower Two Control shall continue to routinely inspect the contents of any package or carrying case being brought into the secured areas of the facility.

REVISED 03/05/2025

03-27-1997 TTCF

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