3-09-300 Inmate Housing Searches

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for searching inmates, inmate housing areas, and/or cells within Twin Towers Correctional Facility (TTCF). This order will include accountability for inmate property, control of contraband, recovery of missing or stolen property, and the assurance of internal security and safety.

SCOPE OF ORDER:

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

ORDER:

All deputy and custody assistant personnel are encouraged to conduct regular, but staggered searches of all inmate housing and common areas at TTCF. Inmate housing areas should be searched at least twice a month, and all other common areas should be searched at least once a month for any contraband or weapons.

All cells shall be searched and visually inspected for contraband when an inmate vacates the cell, and prior to a new inmate being housed in the cell. Deputy personnel and/or custody assistants assigned to High Observation housing (HOH) units shall complete the HOH cell checklists and ensure they are documented in the electronic Uniform Daily Activity Log (e-UDAL).

Module or Pod Searches

Every housing unit should be searched at least twice per month. All modules or pod searches shall be video recorded. To gain maximum compliance with the inmate rules and regulations with a minimum amount of conflict/objection, Department personnel shall abide by the following guidelines when conducting module or pod searches at TTCF:

- A sergeant shall develop a plan of action and be present during **ALL** module or pod searches.
- Searches shall be video recorded and include the date, time, and location of the search. After the search, the video shall be downloaded in the shared files folder titled, “Sgt. and LT Reports/TTCF Searches,” and retained for two years.

- Before searching, personnel shall move all inmates from their assigned cells to an area specified by the sergeant or their designee.

In the interest of officer safety, care should be taken when escorting a large number of inmates to and from a pod or row. The ratio of personnel to inmates should be adequate to maintain control of the inmates while maintaining officer safety

NOTE: In special population modules such as Administrative Segregation, HOH, Moderate Observation housing (MOH), or Discipline, the ratio of personnel to inmates should be one deputy per one inmate, when feasible.

NOTE: For additional information pertaining to video and audio recording, refer to Custody Division Manual (CDM) section 7-06/010.00, “Video and Audio Recording Procedures.”

Any claims of personal property damaged, destroyed, or missing shall be brought to the immediate attention of the supervisor. If the grievance cannot be resolved at that time, the supervisor shall provide the inmate(s) with the following forms:

- Inmate Grievance Form (SH-J-420)
- Prisoner Claim for Missing or Damaged Property Form (SH-AD-495).

The supervisor shall also prepare a written memo stating all steps taken to resolve the matter, which shall be attached to the completed inmate Grievance Form or Prisoner Claim for Missing or Damaged Property Form.

NOTE: For additional information, refer to CDM section 8-03/0050.00, “Inmate Grievances.”

All searches shall be logged and signed in the e-UDAL by the line sergeant or supervising line deputy.

A search report shall be completed and processed through the Custody Information Portal under the Custody Automated Reporting and Tracking System (CARTS) tab. The deputy or custody assistant designated to complete the search report shall be responsible for generating a reference number and submitting the form to the line sergeant for approval. In addition, all search reports shall be completed and approved by the watch commander by the end of shift.

NOTE: For additional information, refer to CDM section 5-08/010.00, “Searches”.

Hoarding of Medication

Hoarding medication is defined as an inmate retaining in their possession any medication in any quantity or form, for which retention is not allowed by the prescriber as self-medication ("self-med") **or** when the medication is intended for another inmate. Prescriptions labeled as self-medication shall not be considered contraband.

To ensure compliance with DOJ Provision #65, it is imperative that custody personnel adhere to the following procedures when an inmate has been found hoarding medication:

- Complete an inmate Reporting and Tracking System Report (IRTS) and search report.
- Document the number of medication(s) found and where (e.g., under bed, on table, etc.).
- Document the name and employee number of the Correctional Health Services medical staff that was notified.
- Document what was done with the medication (e.g., returned to the clinic/nurse, placed in the contraband box, booked as evidence if a crime has been committed, etc.).

NOTE: IRTS and search reports that document the hoarding of medication shall have the above information clearly documented. If any of these items are missing, the report shall not be approved.

Individual Cell Searches (Up to five cells)

Deputy and custody assistant personnel are encouraged to conduct frequent and random individual cell searches to control contraband and ensure facility security. It is recommended that cell searches be done while the inmate is programming, at court, or at any other time deemed necessary. Department personnel should abide by the guidelines listed below when conducting individual cell searches:

- All individual cell searches shall be done with the approval of a sergeant. A sergeant does not need to be present; the deputy is only required to make notifications and receive approval from the sergeant.
- If a supervising line deputy is available, personnel may request them to respond to the location until the cell search is complete.
- Keeping officer safety in mind, more than one deputy or custody assistant shall be present during the individual cell searches.
- The module deputy or custody assistant shall be responsible for logging all searches in the e-UDAL, documenting the housing location, cell number (s) searched, names of the inmates assigned to the cell, name of the supervisor who approved the search, the time the search took place, and any contraband recovered.
- Video recording of individual cell searches is strongly encouraged but not required to prevent inmate grievances and to assist with accounting for inmate property.