

ROCKWALL COUNTY DETENTION CENTER

C-501

Date: 02/17/12

Policy: **Contraband control
(Shakedowns)**

Approved: _____

Procedure: To specify search methods approved for use by staff in the Detention Center.

It is the policy of RCDC (The Rockwall County Detention Center) to use efficient search techniques to deter inmates from fabricating, introducing, or conveying contraband and to uncover breaches in the detention centers security.

Contraband – Any item that is not allowed in the detention center by jail rules. Any item not issued by the detention center. Any item that is not bought on commissary, any item altered from its original state, and any item found to excessive is considered contraband.

NOTE: Officers performing shakedown will be aware of what constitutes contraband items so as not to remove items inmates are entitled to such as clothing, bedding, commissary, etc. If the officer is not sure of an item, they will check a commissary list or ask a supervisor.

Some examples of contraband would be:

1. Anything altered such as torn linens, torn clothing, or altered commissary items
2. String, wire, cable or any other item used in the same manner
3. Any chemicals stored in the cell, such as cleaners, manufactured chemicals, intoxicating beverages
4. Any aerosol products in cells
5. Food from commissary that is opened and appears to be spoiled, food saved from a meal, food that is stored in a proper container that appears to be spoiled.
6. Items found to be excessive such as trash, papers pictures, drawings, linens, newspapers, magazines, books, etc.
7. Any illegal drugs, drug paraphernalia, or over the counter medication being stored that was not authorized by the Medical Staff
8. Any Tobacco products or paraphernalia associated with tobacco such as lighters, rolling papers, etc.
9. Weapons of any kind
10. Money, checks, and money orders
11. Any electrical items that are altered including hot pots
12. Any pictures that are Polaroid type or any pictures that are unbecoming.
No more than 3 pictures without a photo album
13. Any tattoo paraphernalia
14. Empty containers from commissary such as juice, cheese, shampoo, boxes, etc.
15. Any Items used as make-up.

16. Any colored pencils, ink pens any color than black or blue, and markers, mechanical pen and pencils.
17. Commissary that is bought from another correctional facility will be allowed if a similar item is sold from our commissary vendor. Officers must be able to see through all bottles such as shampoo, conditioner, etc.

Frequent unannounced searches of inmates, housing units, and other areas of the detention center will be conducted as often as needed to ensure the safety and security of the facility. Chapter 265 of the Texas Commission on Jail Standards states that for the protection of all officers and inmates, searches for contraband must be conducted on a regular and irregular basis.

Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, to prevent escapes and other disturbances. They will be performed in a manner that avoids unnecessary force, destruction of property, or embarrassment to the inmate.

Inmate pat searches will be conducted on all inmates before conducting the intake forms, prior to and after any inmate movement from their cell or any other area of the facility, and when suspected of possessing contraband.

Found Property and Contraband

When property is found within or around the perimeter of the Rockwall County Detention Center and the property can not be linked to a specific person, the detention staff member will notify their immediate supervisor.

The supervisor will notify a deputy to investigate a criminal offense. The deputy will make sure that narcotics, illegal drugs, alcohol, weapons, etc. located within the jail will be removed from the jail as soon as possible. If the found contraband is not causing an immediate safety and security issue, a picture will be taken of the found contraband and its location for additional documentation.

All narcotics will be tested and weighed for identification purposes, which will be included in the incident report. This process will be done in the Sheriff's Office side near the south entrance.

Once the property is secured and weighed an incident report will be written in the Sheriff's portion of Able Term under found property. The report will include:

Who: Who found the property and were there any witnesses or inmates around.
Who took possession of the item?

What: Specifically, what was found and describe the item and include the weight if applicable.

Where: Where was the item found?

In addition, the report will need to state: Officer's name finding the property, time and date property was found, a description of the property, location where the property was found, condition of property, steps taken to find owner, and disposition of property.

After this report is written the officers will secure the property in a plastic bag with an attached signed copy of the incident report. The plastic bag and incident report will then be placed in an evidence locker located by the evidence room. The locker will then be locked and the key will be removed and placed inside the locker.

A copy of the incident report will then be given to every supervisor.

Purpose of Searches

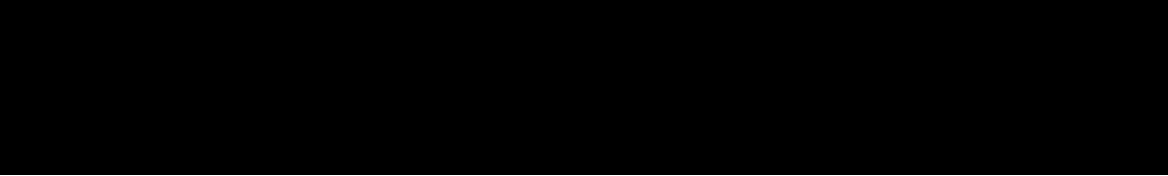
Searches are not to be used for punishment or harassment, but for the following purposes:

- To prevent the introduction of weapons or other dangerous contraband
- To detect the manufacturing of weapons, escape devices, etc., within the detention center
- To discover and suppress trafficking between employees and inmates
- To enforce the rules designated to eliminate the cause of tension between inmates
- To discourage theft and trafficking of institutional supplies
- To prevent waste or destruction of institutional property.
- To discover hazards to health or safety that may go unnoticed during routine inspections

Inmate Searches

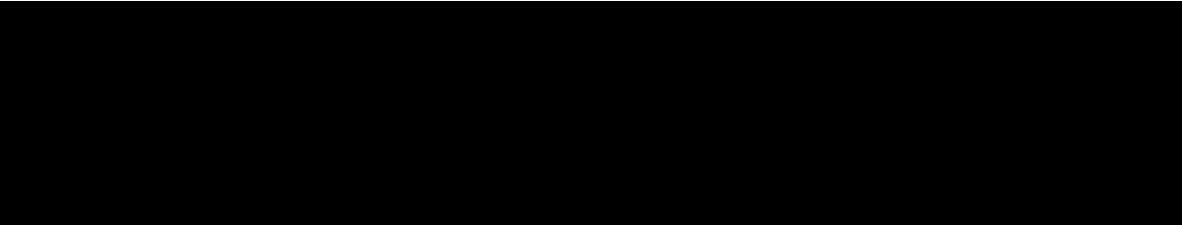
At no time will male officers pat down female inmates during a routine pat down, unless circumstances are such that delay would mean the likely loss of contraband. Should a female inmate become combative, a male officer can assist in the pat down. Female officers may pat down male inmates. Pat searches may be performed in any area of the detention center. Pat searches will be performed upon inmates entering the facility on newly arrested persons by detention staff. Pat searches will be performed during any inmate movement. Pat searches ordinarily do not require an inmate to remove clothing other than hats and gloves; they are most often used in the daily routine of the detention center.

Housing Unit Searches



Staff searching inmates living areas should leave it as close as possible to the way it was found. Inmates' personal property will be treated with dignity and respect and will not be willfully discarded, broken, or misplaced. Staff performing shakedowns will be aware of what constitutes contraband items so as not to remove items inmates are entitled too such as clothing, bedding, commissary, etc. If staff is not sure of an item, they are to check with the supervisor. Staff will not intentionally destroy or tear up a living area and will attempt to leave it the way they found it. The shift supervisor will make a determination whether an inmate is to be written up for possessing contraband.

Individual cells or rooms will be searched and inspected before a new inmate occupies it.



General Area Searches

Staff may conduct general area searches of any area of the detention center (e.g., work areas, hallways, pipe chases, and storage areas). This may be done as necessary, with the knowledge of the work area supervisor involved. When searching work areas, the work area supervisor should be present.

Supplies and Food Stocks

All supplies and food stocks delivered to the detention center must be searched before inmates have access to them and then locked in secure storage areas prior to use or issue.

Disposition of Contraband

All contraband located during searches will be confiscated. A proper report will be written describing the contraband, stating when and where it was found and who found it and what inmate was in possession of it. This report will be turned over to the Shift Supervisor who will forward it to the Lieutenant and Captain. If the contraband is associated with a specific inmate, an incident report will be filed in their inmate file. When the contraband consists of a controlled substance or may be used as evidence in a criminal matter, the officer discovering the item will establish a chain of custody through the Shift Supervisor and release it to proper law enforcement authorities to file a case.

Firearms and explosive materials discovered will not be stored in the detention center. The Captain and Lieutenant will be notified immediately if such items are found.

Contraband such as extra items, trash, or altered items not fitting the description of the above paragraph will be confiscated during a search and disposed of in the trash. County issued items (blankets, sheets, towels, uniforms, etc) will be returned to laundry.

The following is a procedure on how a clothed pat search is conducted:

NOTE: Always perform a search from behind the inmate.

- Instruct inmate to empty pockets, remove shoes, coat, belt hat, and tie.
- Have inmate run fingers or comb through hair.
- Run fingers under the collar, crushing the fabric.
- Using both hands, run them down each arm, crushing the cuff if any.
- Check each leg by placing hands where legs and hips join. Run all the way into the groin area.
- Crush front pockets.
- Crush zipper area.
- Crush coat for contraband.
- Inspect shoes for contraband. Remove insole and visually inspect inside of shoes. Flex (bend in several directions) lining of shoes.
- Pull on heels and soles of shoes to detect hidden compartments for contraband.
- Flex vamp and tongue of shoe. Check for secret compartments that may hold contraband.
- Tug on belt buckle. Inspect belt seams by twisting belt to see if it separates. Inspect belt for contraband by rolling it up.
- Inspect hat for contraband. Inspect sweatband of hat for contraband by turning it down or out. Inspect lining in hat by pulling and crushing.
- Inspect tie by pulling and crushing.
- Inspect cigarettes for contraband by emptying them and looking into or flattening package (return cigarettes to package).

- Inspect tobacco packages.
- Inspect matchboxes or match book; open, empty, and return to box.
- Crush handkerchief for contraband.
- Visually inspect comb.

The following is a procedure on how a strip search must be conducted:

NOTE: Strip searches must be done based on reasonable suspicion for the safety of officers, inmates, and the integrity of facility. All strip searches will be conducted in a dignified manner. Only detention officers of the same gender of the inmate being searched will be present or conduct a strip search of an inmate. While performing search, the officer must keep a safe distance from the inmate being searched.

- Have inmate turn away from you.
- Check bottom of feet one at a time.
- Check anal area
 - a. Have inmate bend over and spread buttocks with hands.
 - b. Visually inspect the anus.
 - c. Have inmate cough.
- Have inmate raise both arms, check palms and between fingers.
- Tell inmate to lower head and run comb or fingers through hair.
NOTE: Watch for razor blades concealed in hair.
- Have inmate open mouth, lift tongue; visually inspect.
- Check behind ears.
- Use other applicable techniques
Generally, the procedure for searching females is the same as males with the exception of the following
 - a. Have inmate remove any tampons; visually inspect vaginal area.
 - b. Upper foundation garments, e.g. bra.
 - c. Lower foundation garments:
 1. Girdles
 2. Pantyhose
- **Some girdles and bras contain metal supports or under wire.**
 - d. Have inmate lift breasts one at a time. Examples: Syringes, etc. can be taped under breast and hidden effectively.