

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.19	PAGES: 1 of 7
	RELATED ORDERS: ACA 4-ALDF-2C-01, 6C-19 MJS 1029; P&P 8.15, 8.21, 11.03 P.C. 4030	
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CHAPTER: Security and Control	SUBJECT: Facility Searches	

- I. **PURPOSE:** To establish a procedure for the thorough search of all living quarters and other areas to which inmates have access, including all vehicular traffic and supplies entering the facility pursuant to Minimum Jail Standard 1029.
- II. **POLICY:**
- A. Searches of the facility and inmates will be conducted to control contraband and provide for its disposition. The policies surrounding facility searches are available to staff and inmates via "Policy and Procedure" and "Inmate Rules and Information Handbook," respectively. These policies shall be reviewed at least annually and updated if necessary.
 - B. Shakedowns should normally be conducted by deputies assigned to the housing floor/unit and other available deputies, such as; rovers, booking deputies and deputies from other housing floors/units.
 - C. Searches will be unannounced and irregularly timed. Searches will be conducted with a minimum of disturbance to inmates and inmates' property and possessions. Only contraband items will be confiscated. A search will be conducted of any vacant cell, prior to occupancy by a new inmate, by available personnel assigned to the housing floors/unit.
 - D. Random searches of housing floors/units and other areas of the facility will be done by deputies assigned those areas on a consistent on-going basis. At a minimum, each Security Team shall be responsible for a shakedown of the entire facility during the following calendar year periods:
 - "A" Team – January through March
 - "B" Team – April through June
 - "C" Team – July through September
 - "D" Team – October through December
 - E. In cases where an inmate is suspected of committing a new crime while incarcerated, searches will be conducted only upon authorization of the facility Commanding Officer or his/her designee, unless immediate action is necessary. In such cases, the facility Commanding Officer or his/her designee shall be fully informed as soon as possible after the search.

III. DEFINITIONS:

- A. **CONTRABAND:** Any item or article in the possession of an inmate, or found within the facility that has not been officially issued, purchased in commissary, or approved by an appropriate staff member.
- B. **RANDOM SEARCH:** Routine, but irregular searches of common areas or cells designed to cover a limited area over a limited period of time.
- C. **SHAKEDOWN:** May be searches of the entire facility, a major area within the facility, or designated housing units.

IV. PROCEDURE:

- A. Random searches are best; however, the timing of searches and shakedowns is the responsibility of the housing floor/unit supervisor. Searches are valuable to:
 - 1. Prevent introduction of weapons and related contraband into the facility.
 - 2. Detect the construction of weapons, escape devices and similar items inside the facility.
 - 3. Detect and suppress “trafficking” among inmates and employees.
 - 4. Enforce the rules and regulations governing the conduct of inmates.
 - 5. To discourage theft and “trafficking” in commissary items among inmates.
 - 6. Detect malicious waste and/or destruction of facility property.
 - 7. To discover hazards to the health and safety of staff and inmates.
- B. **SEARCH TEAM:** A search team will be established at the facility to conduct shakedown searches.
 - 1. Shakedown teams will be comprised of available deputies.
 - 2. The Watch Sergeant will be designated as the search coordinator. He/she will be responsible for the training and conduct of the search team members during a facility search conducted at his/her discretion.
 - a. The Watch Sergeant shall ensure the shakedown team has an adequate number of deputies without jeopardizing jail security.
 - b. Search team members will be those deputies who are on duty. In special cases, overtime may be authorized by the facility Commanding Officer.
 - c. Searches will be unannounced.
 - 3. **COMPOSITION OF THE SEARCH TEAM:**
 - a. A “designated deputy,” selected by the search coordinator, will be responsible for the completion of the Facility Shakedown Report, and submitting it to the Watch Sergeant in a timely manner. This deputy will also be responsible for logging and processing contraband and/or evidence.

- b. The Watch Commander may authorize search team members to wear the Class D Utility Uniform to prevent damage to their duty uniform.
 4. The on-duty Watch Commander will be notified of a pending search as soon as practical and will furnish as much assistance as reasonable. Every effort will be made by the search coordinator to limit any disruption to the routine operation of the facility.
 5. The search team will obtain necessary items to assist in the search. These items may include, but are not limited to the following:
 - a. Flashlight
 - b. Probing tools
 - c. Handcuffs
 - d. Evidence tags and bags
 - e. The search coordinator shall obtain metal detectors and other devices if they are deemed necessary for the search.
 6. Additional search tools such as small flexible mirrors, metal picks, magnets, etc., which are kept in the armory, may be accessed if needed.
 7. The “designated deputy” will be the “finder” and will be responsible for the security, processing and chain of custody for any items of contraband and/or evidence that is found.
 8. In the event a violation is discovered, the search coordinator will complete the appropriate disciplinary or criminal report(s).
- C. Frequency of searches will vary as to when, where, and number of cells/inmates to be searched. A minimum of one (1) pod or area will be done weekly.
 1. Searches will not be limited to only living area (pods), but will include the following areas:
 - a. Cells
 - b. Living areas (pod)
 - c. Day rooms
 - d. Multi-purpose rooms
 - e. Stairways
 - f. Visitor areas
 - g. Elevators
 - h. Recreation yards
 - i. Kitchen areas
 - j. Storage areas
 - k. Perimeter of facility, delivery docks and the lobby
- D. The documentation of the search(s) will be done by the “designated deputy”, who will include the following in the Facility Shakedown Report, after a search is completed:
 1. Date

2. Time
 3. Location
 4. Members of search team and what they individually searched
 5. Condition of search area(s) prior to the search and after the search
 6. Recovered contraband
 7. Type of criminal report, if applicable
 8. If disciplinary report done, name of inmate, violation, etc.
 9. Disposition of recovered items
 10. Any maintenance work that needs attention
- E. The search will be conducted to limit and avoid unnecessary force, embarrassment, or indignity to the inmate(s). Deputies will try to minimize the amount of grievances or other litigation by inmates because of cell searches.
1. First area to search in the housing area search is the control area.
 - a. This is the area an inmate is placed in while his/her cell is being searched.
 - b. Inmate will be removed from his/her cell, strip-searched and placed in the control area after dressing.
 2. Two (2) search team members will be used to search a cell. Both deputies can testify as to the action of the other and perhaps deter unnecessary complaints.
 3. If the inmate requests to retrieve legal papers prior to removal from the cell, the inmate will be allowed to do so. The legal papers will first be inspected to ensure they do not contain any contraband and that they are of a legal nature. Inspections of legal papers will be in the presence of the inmate. In the event the paperwork relates to criminal involvement, gang participation, etc., they will be seized and noted in the Facility Shakedown Report.
 4. If legal papers are discovered during the search and no request was made to remove them, the paperwork will be placed securely aside and searched in the presence of the inmate upon his/her return to the cell.
 5. All searches will be done in a reasonable manner. The search will be systematic and the cell will be left in the condition that it was found. A search is conducted to control contraband and is not intended to be a punitive action directed at an inmate. Unwarranted destruction or unprofessional conduct displayed by a search team member will result in termination as a search team member and possible disciplinary action.
- F. Contraband is items not allowed in the possession of inmates in our custody. Items not included on the following list are subject to confiscation. Every effort will be made to relate to the inmate what items are considered contraband and were removed from their cell. In cases where an inmate is suspected of committing a new crime while incarcerated, i.e. possession of illegal contraband, furtherance of the search will be conducted only upon authorization of the facility Commanding Officer or his/her designee, unless immediate action is necessary. In such cases, the facility Commanding Officer or his/her designee shall be fully informed as soon as possible after the search.

1. Items not listed below are considered contraband:
 - a. Standard issue of linen, bedding, clothing
 - b. Items sold through Commissary (limited to 1-week commissary)
 - 1) Commissary items allowed depend on security housing location
 - c. Six (6) library books
 - d. Medication or items issued by *medical* staff
 - e. Personal property items not stored within the inmate's property tub or drawer
 - f. Magazines received through the U.S. Mail
 2. If the contraband items removed from an inmate or cell constitutes personal property, the item(s) will be placed in that inmate's property and a receipt will be given to the inmate. Personal pictures affixed to the wall shall be removed but not disposed of; they are personal property. Magazine photographs and jail-made items are not personal property and shall be destroyed.
 3. Other contraband items removed from an inmate or cell will be placed in an appropriate size plastic bag and securely sealed. The inmate's name, PFN, date and time confiscated will be affixed to the bag. At the end of the search, the contraband will be turned over to the "designated deputy", for inclusion in the Facility Shakedown Report.
 4. Disciplinary Reports will be written on all inmates in possession of contraband items, or found to be in violation of any Inmate Rules and Regulations.
 5. Inmates in possession of illegal contraband, i.e. weapons, drugs, etc., will be charged with the appropriate code section and a report will be written and forwarded to the District Attorney's Office for review and complaint. See Policy and Procedure 8.15, "Investigation of Crimes", for further information. All illegal contraband will be processed as evidence, pursuant to Policy and Procedure 8.21, "Evidence Processing."
 6. Any jail-issued clothing or bedding that is destroyed or is being used for a purpose other than that for which it was intended is contraband, and shall be confiscated. A Disciplinary Report shall be written with a request for restitution.
- G. In addition to this Policy and Procedure, the search of inmate(s) will conform to the following policies and procedures:
1. Policy and Procedure 8.15, "Investigation of Crimes."
 2. Policy and Procedure 8.20, "Contraband Control."
 3. Policy and Procedure 11.03, "Inmate Body Cavity Searches – Body Cavity, Strip and Visual Pat" Body cavity searches are prohibited except as authorized by 4030 P.C.

H. SEARCH AREAS:

1. General Area Search: This is a general search of any area of the facility, i.e., work areas, corridors, classrooms, elevators and storage areas.
2. Visitor Search: Employees assigned to the visitor reception area must be exceptionally

alert to the introduction of contraband. Lockers are provided for visitors to deposit all bags, boxes, purses, and other property before entering the facility. Additionally, all visitors must walk through the metal detector before entering the visiting area. Visitors shall not be physically searched unless they volunteer. If there is strong suspicion that the visitor possesses contraband and does not volunteer to be searched, the visit shall be denied.

3. Immediately before and after visiting hours, deputies assigned to visiting areas must conduct a thorough check to ascertain the presence of any contraband. Inmates shall not be permitted in the area during or until this search is completed. Employees assigned to this area must be especially attentive to possible passing of contraband from visitor to inmate during the visit. All inmates shall be “pat or strip” searched at the conclusion of contact visits.
 4. Perimeter Searches: Areas outside the facility also must be searched for possible contraband delivered to inmates. Inmate delivery and reception areas must be searched frequently and diligently.
 5. Supply and Food Stocks: All supplies and food stocks delivered to the facility must be locked in secure storage areas and inspected thoroughly before being issued to inmates.
 6. Inmate Workers: All inmate workers shall be supervised carefully and searched regularly. In their position of “trust” they often are afforded the opportunity to acquire and carry contraband from place to place and from inmate to inmate.
- I. MECHANICAL DETECTION DEVICES: Mechanical detection devices may be used in locations necessary for security. The use of metal detectors often is necessary at entrance gates, and may be employed at the entrances to facility housing floor/units.
- J. USE OF NON-INTRUSIVE SENSORS: The use of non-intrusive sensors or scanning devices shall be employed instead of body cavity searches whenever possible.
- K. There are no restrictions to prevent a shift supervisor from conducting a facility search in the event it is necessary for the safety of the staff or inmate(s). The same procedures apply and are to be followed.
- L. After the search, the “designated deputy” will complete a Facility Shakedown Report. The “designated deputy” will make a copy of the report and submit the original and the copy to the Watch Sergeant. The original Facility Shakedown Report will be forwarded to the Classification Sergeant, who will review and submit the report to the facility Commanding Officer. Once the facility Commanding Officer has reviewed the report, it will be returned to the Classification Office, where it will be retained for one (1) year. The copy of the Facility Shakedown Report will be kept in a binder in the Watch Commander’s Office to be used as a reference for future searches.
- M. SAMPLE SEARCH SCENARIO:
1. Pod searches should be conducted by at least eight (8) deputies formed into two-person

teams; one to search upper floor rooms, one to search lower floor rooms, one to search common areas and one to act as a support team.

2. Support team members shall be responsible for assisting search team members and for supervising inmates in holding areas.
3. Prior to conducting a search, the team should meet in a neutral area to discuss strategy and ensure all equipment is on hand.
4. All equipment should be obtained by the search team, prior to conducting the search. The equipment should include, but not be limited to, trash and clothing carts, trash bags, plastic bags with large gummed labels, tool kits, 3" x 5" cards, gloves, evidence kit, and inmate workers to pick up jail items to be saved.
6. At least one (1) member of each two (2) person team should be equipped with search tools. The other member should carry several plastic bags with gummed labels, for collecting evidence, and should also carry 3" x 5" cards for documenting the finding of contraband.
7. Upon entry into a housing floor/unit, all inmates should be isolated as quickly as possible, either by placing them in multi-purpose rooms or in visiting rooms.
8. As inmates are removed from their rooms, they should be searched (either pat or strip) before being placed in a holding area. Their room door should be left ajar until it is searched and then fully closed to signify completion of search.
9. All inmates should be wearing their jail-issued clothing so the searching deputies will know all clothing found in the rooms is contraband.
10. The deputy assigned to the housing unit being searched shall be termed the "designated deputy." The "designated deputy" shall recover any contraband deemed to be a violation of local, state or federal laws. The "designated deputy" will also recover any contraband items found to be in violation of Inmate Rules and Regulations. In all cases, the appropriate report(s) will be written.
11. The sergeant monitoring the search is responsible for ensuring all equipment used during the search is removed from the pod and returned to its appropriate location.
12. The sergeant monitoring the search is responsible for assigning deputies to complete tech and photography duties, as necessary.
13. A Facility Shakedown Report, (and crime report, if applicable), shall be written by the "designated deputy," as determined by the Watch Sergeant. The "designated deputy" shall also personally care for the evidence in order to preserve the chain of custody.
14. Once the search is completed, the pod should be returned to normalcy as soon as possible. While full searches are needed, it is important that care be taken to avoid unnecessarily disrupting pod activities.