

FACILITY SEARCHES

- AUTHORITY:** California Penal Code Section 4030
California Code of Regulations, Title 15, Section 1360
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-013, dated 08/11/16
- FORMS:** Special Incident Report (F057-7018)
- PURPOSE:** To establish standards and methods for conducting facility searches. Additionally, to provide staff with safety guidelines and exposure to potentially infectious blood/body fluids.

I. GENERAL INFORMATION

- A. All staff needs to be aware of the potential presence of contraband or any other unauthorized item within the facility. Youth may attempt to bring such items into the facility during the intake process, upon returning from temporary release or from visitors. Youth may also make potential weapons from screws, nails, wire, combs, brushes, etc.
1. Contraband is considered any unauthorized item, weapons, drugs, tobacco, matches, lighters, tools for escape, tattooing implements, etc.
 2. There is also the possibility that such items could be obtained from within the institution itself via school classrooms, shop classes, workman's tool boxes, unit storage areas or staff's personal property.
- B. Effective searches of facility premises are necessary to maintain a secure, safe and healthy environment for youth and staff.
- C. The presence of these unauthorized items may present the potential for self-inflicted injury, as well as injury to other youth and/or staff. It is imperative that staff take necessary action to confiscate any such items.
- D. Searches should be conducted:
1. On a regular basis to maintain an environment free of contraband.
 2. Whenever staff have reason to believe contraband is being concealed.
 3. Under specific circumstances as detailed below.
- E. Regard for the youth's dignity and personal property must be exercised at all times during the search. At no time will a youth's room or property be strewn around or "trashed".

- F. Directors may request assistance from the Probation Department K-9 unit and their handlers to assist and conduct searches.
- G. Notice will be posted conspicuously for all visitors at all facilities informing them that their person and property are subject to search, including search by trained dogs, in addition to the consequences of bringing contraband into an institution. Actual searches will be limited to property and items brought into the institution by visitors.

II. PROCEDURE FOR ROOM SEARCH

- A. Room searches will be conducted on a daily and random basis, or when unit staff have reason to believe that unauthorized items may be in their rooms.
- B. Before searching the room, develop a systematic plan for accomplishing this search and obtain a flashlight, mirror or whatever tools are needed.
- C. The searcher must have the youth out of the room and in an area supervised by another staff after the youth has been searched. Staff may not enter a room occupied by a youth without another staff standing by. Care must be taken to "key back" the door to a disengaged position to prevent staff from being locked in the room. Upon entering the room, with rubber gloves on, the following areas (applicable to the facility) must be closely checked/examined:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]

[REDACTED]

11. [REDACTED]

12. [REDACTED]

13. [REDACTED]

- D. Unit shakedown will be conducted when directed by the Probation Division Director/designee or when staff have reason to believe that unauthorized items have entered the institution.
- E. Adequate staff must be available. At Juvenile Hall, the Institutional Security Unit (ISU) staff will assist if available.
- F. All areas of the unit to which the youth have access must be checked. Staff's decision regarding the sequence of the shakedown will be determined by the variables in the situation encountered (i.e., whether the youth will remain out of their rooms and later sent in so that the procedure can be completed.)
- G. A systematic search of the unit must be made and will include:
 - 1. All individual sleeping rooms (see room searches).
 - 2. Day room/dining room area.
 - 3. Youth's bathroom - under sinks, benches, shower and toilet stalls.
 - 4. Linen room - shelves, all linen and clothing.
 - 5. Mop room - shelves and equipment.
 - 6. Laundry rooms - washers, dryers, shelves, clothes.
 - 7. Craft/quiet room - shelves, furniture game boxes, storage areas.
 - 8. Hallways, doors, vents, curtains, blinds.
 - 9. Storage closets.
 - 10. Sink/buffet areas - cupboards, drawers.
 - 11. Outside perimeter area of the unit, outside individual sleeping room areas.
- H. Within the unit, all shelves, cupboards, bookcases, desks, tables, appliances, TVs, stereos, stoves, fans, air coolers, refrigerators, microwaves, furniture, stuffed pillows, carpets, potted plants, trash cans, pictures and posters must be checked.
- I. Do not allow the youth to enter areas which have been checked and found to be "clean" of contraband unless the youth have also been searched. Staff need to minimize youth movement during this interim and not allow them access to those areas not yet cleaned and checked.

- J. Youth can use the bathrooms only after this area and the youth have been searched. To prevent delays, the bathroom area should be searched first.
- K. Staff are to note in the unit's logbook all searches conducted. Each note will contain as much detailed information as is necessary.
- L. The need for additional documentation, or SIR, will be at the discretion of the Division Director or designee. All SIRs covering a unit shakedown should include:
 - 1. A statement covering the necessity of the shakedown.
 - 2. Action taken for supervision during the search.
 - 3. Length of time the youth spend in their room as a result of the search.

III. OFFICER SAFETY/UNIVERSAL PRECAUTIONS

Staff are expected to utilize universal precautions while conducting a search of any kind. Penetrating injuries are known to occur, even within a facility setting, and puncture wounds or needle sticks in particular pose a hazard during searches. The following precautionary measures will help to reduce the risk of receiving a puncture wound:

- A. Using caution at all times.
- B. Utilizing a flashlight, even during daylight hours, to search hidden areas. Whenever possible, use flashlights to search such areas (e.g., under commodes, beds, lockers, etc.).
- C. Always wearing protective gloves.
- D. Not all types of gloves are suitable for conducting searches (latex; cotton; leather, etc.). Only latex gloves provide maximum protection regarding body fluids.
- E. If staff should sustain an injury, particularly a puncture wound, while conducting a search, report the injury immediately to a supervisor. The reporting procedures articulated in PMI 1-3-304 (Workers' Compensation (Employee Injuries, Accidents, Blood/Body Fluids Exposure)) are then to be implemented without delay.

IV. PROCEDURE FOR CANINE NARCOTICS SEARCHES

- A. At no time will the canine be allowed to come within 20 feet of youth and/or their visitors.
- B. When the canine is used to assist during visiting, all items brought in by visitors for youth in custody will be set aside to be searched according to procedure. The canine will then examine the articles.
- C. When the canine is used to search units/rooms, youth must not be in the area being searched.
- D. In the event the canine identifies an item as containing drugs, staff will conduct a complete search of the item. When contraband is found, the following will occur:

1. Visiting
 - a. The DO will be notified immediately.
 - b. The DO will terminate the visit and question the visitor.
 - c. The DO and/or facility administrator will determine the need for law enforcement intervention.
 - d. The Division Director, Assistant Division Director or SJCO will determine the need for testing for drugs.
 - e. An SIR shall be submitted to the Division Director, Supervising Probation Officer (SPO) of the Special Supervision Division and the youth's assigned DPO.

2. Facility/Unit/Rooms
 - a. DO/SJCO will be present during search.
 - b. **The Division Director, Assistant Division Director or SJCO will determine the need for testing for drugs.**
 - c. **An SIR shall be submitted to the Division Director, Supervising Probation Officer (SPO) of the Special Supervision Division and the youth's assigned DPO.**

REFERENCES:

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| Procedures: | 1-3-304 | Workers' Compensation (Employee Injuries, Accidents, Blood/body Fluids Exposure) |
| | 2-1-009 | Probation Search and Seizure |
| | 3-1-004 | Disposition of Contraband |
| Policies: | D-7 | Search and Seizure |
| | F-7 | Personal Property of Minors in Juvenile Institutions |

B. Lee

APPROVED BY: