



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY

PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE

4/8/08

PAGE NUMBER

1 of 8

NUMBER

DOC 420.340

POLICY

TITLE

SEARCHING AND DETAINING FACILITY VISITORS

REVIEW/REVISION HISTORY:

Effective: 3/31/91
 Revised: 3/13/01
 Revised: 8/23/02
 Revised: 3/1/05
 Revised: 4/8/08

SUMMARY OF REVISION/REVIEW:


Incorporated DOC 420.350 Detaining and Searching Visitors into this policy and adjusted title
 I.A.2.a. - Added what type of search(es) will be conducted
 I.B.1.a. – changed metal to electronic detector
 I.B.2.a.1) - Added reference to policy
 I.B.4. - Removed language to provide clear instructions
 I.B.5. - Removed that the offender who received the visit may be placed on dry cell search procedure after the Superintendent determines the presence of reasonable suspicion
 Added I.B.7.a.2) that strip searches will be conducted by 2 correctional staff of the same gender as the person being searched
 II.C.1. - Removed unnecessary reference to policy
 III.D.1.f. - Adjusted wording for clarification, and added that the Shift Supervisor will be notified of restraint use as soon as practical

APPROVED:

ELDON VAIL, Secretary
 Department of Corrections

4/8/08

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; RCW 72.02; RCW 72.09.650; DOC 410.320 Bombs, Bomb Threats, and Suspicious Objects; DOC 420.250 Use of Restraints; DOC 420.330 Searches of Vehicles; DOC 420.360 Searches by Canines; DOC 420.375 Contraband and Evidence Handling; DOC 450.300 Visits for Prison Offenders; DOC 890.600 Bloodborne Pathogens Employee Protection

POLICY:

- I. The Department requires searches of volunteers, contractors and vendors and their agents/employees, and other facility visitors on facility grounds. Searches will be conducted as needed to enhance the security and safety of staff, offenders, and the public by minimizing the introduction of contraband into Department facilities.
- II. The Department may detain visitors who enter correctional facility grounds when it appears the visitor has committed or is attempting to commit a crime on facility grounds.

DIRECTIVE:

- I. Searching Visitors
 - A. Notification
 1. Notices will be clearly posted along facility perimeter boundaries and at all entrances to inform all persons that they are subject to search.
 2. The person(s) to be searched must be informed of the type of search to be conducted and the consequences of refusing a search.
 - a. When a group has applied and been approved for a tour of a facility, the Superintendent may determine in advance whether tour group members will be searched and the type of search(es) to be conducted. This decision will be communicated to the public access staff and to the staff escorting the tour.
 3. All facility visitors will be provided the opportunity to read this policy.
 - a. For tour groups, a copy of this policy will be provided to the tour sponsor.
 4. Each facility visitor must sign DOC 21-575 Acknowledgment of Visitor Search Requirements the first time they enter a facility. The form will be retained by the facility and a copy may be given to the visitor upon request.

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5. If a person refuses a search, s/he will be escorted from the facility and law enforcement may be notified of any suspected criminal activity. Persons refusing to be searched may be denied access to the facility for a period of 90 days. A second refusal may result in permanent denial of access.

B. Searches

1. **Electronic Search**

- a. Facility visitors may be subjected to a scan by a hand-held or stationary electronic detector.

2. **Container Search**

- a. Handbags, briefcases, or any other containers brought in by facility visitors will be searched. These searches may be conducted in a public area.


- 1) The person will be present during such a search, unless ownership cannot be established and there is a compelling security reason for proceeding with the search. Items of unknown ownership should be handled as suspicious objects per DOC 410.320 Bombs, Bomb Threats, and Suspicious Objects.

- 2) A container search may be conducted or supplemented by a canine search.


3. **Pat Search**

- a. Pat searches may be conducted in a public area by a correctional staff of the same gender as the person being searched. A pat search may include:

- 1) Removal of the coat, hat, and shoes,
- 2) A manual search of clothing and personal effects,
- 3) Visual inspection of the nasal passages, hands, hair, ears, and mouth, and
- 4) The removal of a hairpiece, hearing aid, and/or dentures. This portion of a pat search must take place in a private area.

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- b. The pat search of a child in diapers will be accomplished in a private area.
 - 1) The diaper will be removed by the accompanying adult and replaced with a clean diaper that has been searched by staff.
 - 2) A pat search will be conducted on the child and the adult, and all hand carried items will be searched.
4. Locker Search
 - a. Searches of state provided lockers may be conducted using master keys or combinations owned or controlled by the facility.
 - b. A locker search does not require the presence of the person using the locker.
 - c. A canine may be used to conduct or supplement a locker search at any time.
5. Canine Search
 - a. A canine search of facility visitors may occur per DOC 420.360 Searches by Canines.
 - b. When a canine has alerted on a person, a pat search of the person will be conducted. A vehicle search may also be conducted.
 - 1) If contraband is not discovered, access to the facility may be permitted. Management strategy for dealing with any remaining suspicion in relation to the immediate visit includes:
 - a) Assigning staff to escort the person(s),
 - b) Seating the visitor and offender directly in front of visit room staff, and/or
 - c) Non-contact visiting.
 - c. If the canine has alerted on a person or there is specific intelligence information related to the visitor/offender, temporary suspension of the visit is appropriate pending further investigation.

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1) Documentation to support the temporary suspension of the visitation will be submitted to the Superintendent the next business day.

d. If contraband is discovered, the contraband procedure portion of this policy applies.

6. Vehicle Search

a. Vehicle searches will be conducted in accordance with DOC 420.330 Searches of Vehicles.

7. Strip Search

a. Facility visitors will not be voluntarily or involuntarily strip searched without the specific, documented approval of the Assistant Secretary for Prisons.

1) Requests for a strip search will only be considered by the Assistant Secretary for Prisons in the most extreme and/or unusual circumstances. At a minimum, reasonable suspicion must be established before the strip search request is forwarded to the Assistant Secretary for Prisons.

2) Strip searches will be conducted by 2 correctional staff of the same gender as the person being searched.

C. Safety Procedure for Searches


1. In compliance with DOC 890.600 Bloodborne Pathogens Employee Protection, staff will wear protective gloves when searching a person, an article, or the surface of any item contaminated with blood or body fluids.

II. Contraband

A. Contraband found during searches will not be permitted inside the facility.

B. If contraband is discovered, the offending person will be denied access pending review by the Superintendent/designee. Any person found to be in possession of any form of contraband may be subject to permanent denial of access.


1. Contraband will be documented and disposed of per DOC 420.375 Contraband and Evidence Handling.

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- C. Local law enforcement will be notified of criminal activity if a facility visitor is found in possession of contraband that is an illegal item.

III. Detaining Visitors

- A. The Shift Supervisor has the authority to detain, search, or remove facility visitors who:
1. Enter or remain within a facility or on the grounds without permission,
 2. With probable cause, appear to have committed or are attempting to commit a crime, or
 3. Possess contraband.
- B. Staff observing the violation or having probable cause to believe that a crime has occurred or is about to occur will notify the Shift Supervisor as soon as possible. Staff will advise the Shift Supervisor of the following:
1. Name of person(s) involved,
 2. Location of incident,
 3. Nature of incident,
 4. Number of offenders involved,
 5. Number of staff involved,
 6. Number of citizens/visitors involved,
 7. Injuries, and
 8. Weapons involved.
- C. The Shift Supervisor will provide direction to on scene staff and will send additional staff, if necessary.
1. If the violation occurs during visitation, the visit will be terminated and the offender will be removed from the visiting area.
- D. The Shift Supervisor will immediately notify local law enforcement.
1. If law enforcement will respond:
 - a. The Shift Supervisor will direct that the person(s) be detained for law enforcement in a location previously designated by the Superintendent,
 - b. The person(s) will remain under constant observation until law enforcement arrives and assumes custody,

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- c. The person(s) will be afforded reasonable accommodations (i.e., restroom, water, etc.) while remaining under constant supervision,
- d. The person(s) will be searched as described above,
- e. Any contraband that is confiscated will be seized and documented per DOC 420.375 Contraband and Evidence Handling or the policy of the local law enforcement agency. The contraband will be released to the responding law enforcement officer, and
- f. If the detainee becomes combative, becomes a threat to him/herself or to staff, or damages property, use of force is authorized, including restraints, to protect the safety of persons or the security of state property in accordance with DOC 420.250 Use of Restraints. The Shift Supervisor will be notified as soon as practical.

2. If law enforcement will not respond:

- a. The person(s) will be searched as described above,
- b. Any contraband that is confiscated will be seized and documented per DOC 420.375 Contraband and Evidence Handling and the policy of the local law enforcement agency. The contraband will be stored in a secure evidence locker and released to law enforcement,
- c. The person(s) will be advised that the incident has been reported to law enforcement and they will be contacted by that particular agency later, and
- d. The person(s) will be escorted to the facility entrance and allowed to leave.

IV. Monitoring and Training

- A. All new correctional staff will receive training in effective/proper search techniques and methods of documentation. Training will include:
 - 1. Methodology,
 - 2. Liabilities, and
 - 3. Policy review.
- B. This training will be documented in the employee's training record.

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- C. Supervisors will monitor employee search techniques and provide training to correct any deficiencies.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Illegal Item, Reasonable Suspicion. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

DOC 21-575 Acknowledgment of Visitor Search Requirements