



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**REENTRY**  
FACILITY MANUAL

REVISION DATE  
7/17/23

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 420.325**

**POLICY**

TITLE

**SEARCHES IN REENTRY CENTERS**

**REVIEW/REVISION HISTORY:**

Effective: 7/17/03  
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Revised: 7/17/23

**SUMMARY OF REVISION/REVIEW:**

Major changes to include updated terminology throughout and removal of content to DOC 420.310 Searches of Incarcerated Individuals. Read carefully!


**APPROVED:**

Signature on file

**CHERYL STRANGE**, Secretary  
Department of Corrections

6/23/23

Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 72.09.530](#); DOC 420.310 Searches of Incarcerated Individuals; DOC 420.365 Evidence Management for Work/Training Release

## POLICY:

- I. The Department has established search procedures in Reentry Centers to minimize the introduction or flow of contraband and enhance security and safety.

## DIRECTIVE:

- I. General Requirements
  - A. Employees and contract staff will be trained in search techniques before conducting searches.
  - B. Searches will be conducted on a frequent, unannounced, and random basis. Except as outlined in this policy, the Reentry Center Manager (RCM) will determine the types and frequency of searches conducted within the facility and on facility grounds, including areas where a handheld scanner may be used.
    1. When possible, searches will be conducted within view of the facility's electronic surveillance system(s) without obstructing the search.
    2. Handheld scanners may be used to search personal belongings.
    3. Searches of incarcerated individuals will be conducted per DOC 420.310 Searches of Incarcerated Individuals.
  - C. Anyone entering the facility grounds of a Reentry Center is subject to search at any time. Items taken out of the facility by incarcerated individuals will be searched on a random basis.
  - D. Employees/contract staff will wear appropriate personal protective equipment (e.g., gloves) when searching any person or article, or the surface of any item.
  - E. Excess money and contraband confiscated/collected will be handled per DOC 420.365 Evidence Management for Work/Training Release.
- II. Searches of Facility and Facility Grounds
  - A. Incarcerated individuals do not have to be present for any area/room or vehicle search.

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- B. Each living, common, and/or activity area will be searched at least once per month. Employees/contract staff conducting the search will make every effort to restore the area to its original condition.
  - 1. Each shift will be responsible for completing searches of one common area and one activity area per day.
  - 2. Personal religious items will be handled with respect. Search procedures will reflect an awareness of and sensitivity to individual religious beliefs, practices, and objects/symbols.
  - 3. Legal material will not be read but may be examined for contraband.
- C. Vehicles of incarcerated individuals will be searched when they are initially brought onto facility grounds and weekly thereafter.

### III. Documentation


- A. Employees/contract staff will document searches within the facility and on facility grounds using DOC 05-384 Search Report and maintain a log, including when, by whom, and the results of the search.
  - 1. Search reports will be reviewed to ensure compliance with policy and facility procedures:
    - a. Weekly by the Sergeant/Contract Director.
    - b. Monthly by the RCM.
  - 2. Identified and corrected deficiencies will be reported to the RCM or Reentry Center Operations Administrator.
- B. A copy of DOC 05-131 Evidence/Property Record - Reentry Centers and DOC 05-384 Search Report will be provided to the individual if any of their property is removed during a search.

### DEFINITIONS:

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

### ATTACHMENTS:

None

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**DOC FORMS:**

DOC 05-131 Evidence/Property Record - Reentry Centers  
 DOC 05-384 Search Report