


Chapter:	Searches and Contraband	Classification:	Public Document
Subject:	Admission and Discharge Searches		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 Individuals will be searched upon admission and re-admission including return from conditional release/temporary absence/medical release, court, etc. or transfer from correctional facilities in accordance with
- 1.1.1 Section 49 of the *Correctional Services Act*
 - 1.1.2 this policy

2. Workplace Violence Prevention Plan

- 2.1 This policy and procedures, in addition to any associated facility Standard Operating Procedures (SOP), is part of the Correctional Services Division's overall workplace violence prevention plan as required by Section 7 of the *Violence in the Workplace Regulations*.

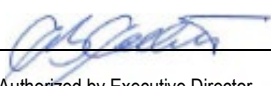
3. Standard Operating Procedures

- 3.1 Superintendents will establish such local Standard Operating Procedures (SOP) as may be required to ensure all individuals, including those temporarily absent from the correctional facility on a conditional release, reintegration leave, day parole or an intermittent sentence, are searched when admitted in accordance with Policy and Procedures, Subject No.
- 3.1.1 39.00.00, [Searches – General Requirements](#)
 - 3.1.2 39.01.00, [Person Searches](#)
 - 3.1.3 39.10.00, [Whole Body Transmission X-Ray Scanning System \(Body Scanner\)](#)
 - 3.1.4 this policy

4. Search Procedures Upon Admission


- 4.1 Upon admission, individuals will be advised by correctional officers (CO) or youth workers (YW) of the search procedures about to take place and the general purpose of searches.
- 4.2 COs or YWs will specifically inform the individual that any effects found on their person after being instructed to surrender all personal items, will be considered contraband and confiscated.

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- 4.3 In all cases where the individual has no prior knowledge of search processes, the staff completing the search will fully explain the procedures that will be used before conducting the search.
- 4.4 Videos of the search procedures will be shown to individuals as part of their orientation to the correctional facility.
- 4.5 In youth facilities, YWs will ensure the young person views the approved search video prior to a visual body search.
- 4.6 COs or YWs will first pat search and scan with a hand-held detector, an individual admitted to the correctional facility and then place them in a holding cell or safety room pending further processing. If there is any indication during the above procedure that the individual is in the possession of contraband, they will be immediately body scanned.
- 4.7 Upon release from the holding cell or safety room the
 - 4.7.1 CO, in adult facilities, will conduct a visual body search on the individual in accordance with Policy and Procedures, Subject No. 39.01.00, [Person Searches](#) and body scan in accordance with Policy and Procedures, Subject No. 39.10.00, [Whole Body Transmission X-Ray Scanning System](#).
 - 4.7.2 YW, at youth centres, will body scan the YP in accordance with Policy and Procedures, Subject No. 39.10.00, [Whole Body Transmission X-Ray Scanning System](#).
- 4.8 Any unauthorized items found on the adult or YP at the time of search will be considered contraband and seized.
- 4.9 The holding cell or the safety room will be searched before and after the admission of the adult or YP.
- 4.10 The property of those being admitted will be
 - 4.10.1 searched for contraband
 - 4.10.2 where available, put through a parcel scanner

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- 4.11 All additional personal property of an adult or YP being admitted, will be processed in accordance with Policy and Procedures, Subject No. 38.02.00, [Adult Personal Property](#) or Subject No. 38.03.00, [Young Person Personal Property](#).

5. Search Procedures on Transfer

- 5.1 Person searches will be conducted on adults prior to transfer from the correctional facility as follows
- 5.1.1 body scan
 - 5.1.2 hand-held detector
 - 5.1.3 frisk search
 - 5.1.4 where available, walk through metal detector
- 5.2 In addition to the requirement outlined in Section 5.1, all personal property stored by the facility for an individual will be searched immediately prior to an approved release of the property to the offender for use in the facility.

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