

Chapter: **Searches and Contraband**

Classification: **Public Document**

Subject: **Person Searches**

For: **All Custody**


Authorized by the Executive Director

Policy

- 1 Searches of person in custody, staff, and visitors will be conducted in a manner that contributes to their safety. Person searches will be conducted in a manner respectful of the privacy and dignity of the person being searched and will be done in a manner that avoids unnecessary embarrassment.

Purpose

- 2 Searches will be conducted for the purpose of
 - (a) recovering contraband
 - (b) identifying objects and situations that might be dangerous or detrimental to the safety of staff, person in custody, or other persons
 - (c) the overall security of the facility
 - (d) to note any distinguishing marks or bruising

Authority

- 3 The authority for person searches is derived from
 - (a) [Correctional Services Act](#), section 61 and 62
 - (b) [Correctional Services Regulations](#), section 64, 65 and 65 (A)

Workplace Violence Prevention Plan

- 4 This policy, in addition to associated Standard Operating Procedures (SOP), is in support of the [Violence in the Workplace Regulations](#)

Definitions

- 5 **Witness:** correctional staff with approved training in search techniques, who observe and note the process and outcome of a search being conducted by another correctional staff.
- 6 **Frisk Search:** is a hand search of a clothed person where the hands of the staff member

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are run over the clothing of the person.

- 7 **Pat Search:** is a hand search of a clothed person where the hands of the staff member are run over the clothing of the person. The person is required to raise, lower and open outer garments to permit visual inspection, and the person is required to open their mouth, run their fingers through their own hair, display the soles of the feet and present open hands.
- 8 **Visual Body Search:** is when a person is required to undress and personally expose the external areas of body for visual inspection, and the person's clothing will be closely examined and searched. At no time during the search is it necessary to touch the person to complete the search.
- 9 **Split Search:** prior to all searches, individuals who identify as gender diverse will be asked to identify which gender they would prefer to have the search completed by. Where an individual chooses to have a "split search", corrections staff will
 - (a) confirm with the individual which body parts are searched by which staff, (e.g., male-identifying staff search bottom, female identifying staff search top).
 - (b) document the search preference in Section B of the Self-Identified Admission Questionnaire, [38.00.00-B](#) (adult) or [38.00.00-C](#) (youth).
- 10 **Guided Removal of Clothing:** is a visual body search in which officers maintain physical control of an individual, through restraints and restraint techniques, while systematically removing an individual's clothing in accordance with Correctional Services Division training and under the direct supervision of a supervisor.
- 11 **Hand-Held Detector Search:** is a search of a clothed person where an approved hand-held detector (portable scanning device) is run over the person in close proximity without touching the person. The search technique for the hand-held detector is the same as the frisk search, see Section 7 above.
- 12 **Walk Through Metal Detector Search:** is a search of a person, where the person is required to remove outer clothing, e.g., jacket or sweater, footwear, and metal objects, e.g., watch, belts, keys from pocket and slowly walk through the detector.
- 13 **Whole Body Transmission X-Ray Scanning System (Body Scanner):** the Body Scanner will be used by trained staff in accordance with Policy and Procedure, Subject No. [39.10.00. Whole Body Transmission X-Ray Scanning System \(Body Scanner\)](#). It is a device that

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utilizes low doses of x-rays to scan through the body and produce a visual image (skeletal) on a monitor that can reveal items that are contained in clothing and within the body of the individual being scanned.

Staff Requirements for Searching of Persons

- 14 Staff will be trained in search procedures and search equipment before conducting or assisting in searches of individuals in custody, staff, and visitors.
- 15 The safety and security of staff completing person searches, as well as the need to avoid situations that may initiate allegations of misconduct, require strict adherence to the requirements outlined in this section.
- 16 Frisk, pat, hand-held detector, body scanning and visual body searches will be conducted by a staff member and witnessed by a second staff member.
- 17 Frisk, pat and hand-held detector searches of
 - (a) male individuals may be conducted by any staff member trained in search procedures
 - (b) female individuals will be conducted only by female staff trained in search procedures
- 18 Visual body searches of persons in custody will be conducted by staff of the same gender, gender diverse individuals will be asked to identify which gender they would prefer to have the search completed by.
- 19 Frisk, pat, hand-held detector, and visual body searches of gender diverse individuals will be completed in accordance with search procedures outlined in Policy & Procedures, Subject No. [34.05.00, Gender Diverse Persons in Custody](#).
- 20 Staff acting as witnesses to frisk, pat, hand-held detector and visual body searches may be of any gender, as their role is to observe the staff person conducting the visual body search.
- 21 For frisk, pat and hand-held detector searches, the witness is to position themselves to observe both the staff member completing the search and the individual being searched.
- 22 For visual body searches, the witness is to position themselves to observe the staff member completing the search. If the witness is not able to position themselves to avoid seeing the individual, the witness will be the same gender as the individual.

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Searches of Staff

- 23 Staff entering a correctional facility will be searched when
- (a) there is reasonable ground to believe they are carrying contraband
 - (b) they have been randomly selected using a random selection method approved of by the Executive Director or designate
- 24 Staff will be searched by a staff member who is one rank higher than them.
- 25 Frisk searches will be conducted prior to consideration of a more intrusive search.

Cultural Considerations

- 26 Items of religious and cultural significance will be searched in a manner that is thorough and causes the least disruption to the individual or item being searched.
- 27 Any required examination of religious/spiritual articles and/or other sacred objects will be accomplished by having the owner manipulate them for visual inspection by the examining staff member.
- 28 Any religious/spiritual items that can cause an increased risk to the safety and security of the facility, will be placed in the individual's personal property.
- 29 Staff will exercise the utmost care to ensure that religious/spiritual articles are handled in a manner that causes the least disruptions to the individual's beliefs, while maintaining safety and security.
- 30 Items that are required to be secured will be done in a culturally sensitive manner, in consultation with the Spiritual Services Advisor and the individual.

Standard Operating Procedures (SOP)

- 31 Specific requirements for frisk, pat and visual body searches will be included in local SOP.
- 32 The local SOP will be in accordance with this Policy, as well as Policy and Procedures, Subject No.
- (a) 34.05.00, [Gender Diverse Persons in Custody](#)

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- (b) 35.15.00, [Temporary Absences – Supervision](#)
 - (c) 38.00.00, [Admission to a Correctional Facility](#)
 - (d) 39.10.00, [Whole Body Transmission X-Ray Scanning System \(Body Scanner\)](#)
 - (e) 40.00.00, [Security Escorts Outside a Correctional Facility](#)
 - (f) 37.16.00, [Use of Physical Force](#)
- 33 The local SOP will address the operational requirements of the correctional facility considering the gender, type, and security level of the correctional facility, and of the adult or young persons housed in the correctional facility. This would include
- (a) admissions
 - (b) discharge
 - (c) visits
 - (d) after movements to and from meals, recreations, programs, work, and school
 - (e) after unsupervised movement