

Sheriff Carl Ritchie

17-09 Searches and Contraband

□ NEW

⊠ REVISED

⊠ REVIEWED

ACA Standards Reference: 5-ALDF-2A-19, 25; 2C-01, 02, 03, 04, 05; 2D-02; 5B-08

CALEA Standards Reference: NCCHC Standards Reference: SCLEA Standards Reference:

SC Minimum Standards: 1064

PREA Standards Reference: 115.15 a, c, e

Procedure 17-09 Searches and Contraband

I. Purpose:

To establish guidelines for conducting searches and controlling contraband.

II. Policy:

The Sheriff Al Cannon Detention Center (SACDC) will provide procedures to detect and deter the introduction and accumulation of contraband. The least invasive form of search will be conducted. (Ref: 5-ALDF-2C-01)

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, or Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

- 1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, reserve deputy.
- 2. civilian, non-sworn employee.
- B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

- A. Contraband is any item inside the SACDC that was not issued by the facility, purchased from the canteen, an authorized item in excess of the approved amount, or altered from its original state that includes, but are not limited to the following:
 - 1. illegal drugs, excess medication, or medication that is prescribed to another inmate;
 - 2. alcohol or alcoholic beverages;

Note: Sacramental wine may be used by chaplains preforming religious rituals if approved by the Detention Director.

3. items that can be used as or made into a weapon;

Page 2 of 19 Issued: 1/29/2025

Procedure 17-09 Searches and Contraband

- 4. items that can be used for the purposes of escape,
- 5. tobacco, stamps, money, pornography, and gambling paraphernalia;
- 6. altered items such as sleeveless T-shirts, torn mattress covers, and items created from other items;
- 7. food that was not purchased from the canteen; and
- 8. gang affiliated symbols or related items such as drawings, literature, and signs.
- B. Excerpts of §24-7-155 of the *South Carolina Code of Laws*, 1976, as amended, are posted outside the SACDC and at the Lobby Entrance notifying all persons that it is unlawful to furnish, or attempt to furnish, any inmate with contraband.
- C. Inmates will be notified during orientation and in the Inmate Orientation Handbook, what constitutes contraband and the penalty for possessing contraband. Disciplinary procedures, not to exclude criminal prosecution, will be followed. (*Inmate Disciplinary Procedures and Contraband Policies*)

 (Ref: SC Min 1050, 5-ALDF-2A-25)
- D. To ensure a safe environment for staff, inmates, and the public some items will not be allowed into the facility. It is the responsibility of every Deputy to maintain the first line of defense against the introduction of contraband. Deputies will:
 - 1. conduct periodic irregular searches of inmates and inmate cells, living areas, recreational areas, and work areas;
 - 2. conduct frequent searches and maintain careful supervision of inmate workers;
 - 3. supervise inmate visitors and prohibit the passing of items;
 - 4. inspect all incoming and outgoing mail and packages in accordance with the *Inmate Correspondence Policy*. (Ref: 5-ALDF-5B-08)
 - 5. monitor vehicles entering the perimeter; and
 - 6. inspect and monitor tools, equipment and supplies entering and exiting the facility. (SC Min. 1064, 5-ALDF-2D-02)

Page 3 of 19 Issued: 1/29/2025

Procedure 17-09 Searches and Contraband

E. Non-Intrusive Sensor Searches (Magnetometer): This non-intrusive sensor search utilizes a walk-through or hand-held metal detector to search any persons entering the secured part of the facility. This search may be done at any time and is conducted while a person is fully clothed.

F. Inmate Frisk Search:

- 1. The five main reasons inmate frisk searches are conducted are to prevent:
 - a. weapon carrying;
 - b. contraband trafficking;
 - c. inmates from harming themselves;
 - d. theft and waste; and
 - e. sanitation/health hazards.
- 2. Searches will be conducted as required and at the discretion of the Deputy. The following is a non-inclusive list of when frisk searches will be conducted:
 - a. inmates being admitted into the facility; (Ref: 5-ALDF-2A-19)
 - b. when an inmate is received by an Escort Deputy;
 - c. leaving and upon returning to the facility from court, appointments outside the facility, and after being outside the secure portion of the facility;
 - d. inmates arriving and departing a housing unit;
 - e. upon being removed from a holding cell;
 - f. prior to inmate workers entering the facility; (Inmates are prohibited from bringing any excess property or unauthorized items that they have found or been given).
 - g. random searching of inmate workers; and
 - h. prior to and after an inmate room or cell search.

Page 4 of 19 Issued: 1/29/2025

Procedure 17-09 Searches and Contraband

3. Searches of inmates conducted by Deputies of the opposite gender are to be made with all possible regard for decency and when the Deputy can provide a clear and easily understood justification. All crossgender pat searches of female inmates must be documented in an incident report in the Jail Management System (JMS). If a Deputy of the same sex is available, they will conduct the search.

(Ref: PREA 115.15c)

- 4. Deputies must use the appropriate personal protection equipment (PPE) to protect themselves during all searches.
- 5. The Deputy will be Systematic, Thorough, Objective and Professional (STOP) when conducting searches. Although this type of search can slow down a working process, it is necessary to "STOP" contraband from entering and moving throughout the facility.
- 6. Once the initial pat search with the handcuffs on has been completed the Deputy will start a more thorough search, the Deputy will instruct and observe the inmate as the inmate removes his/her personal property to include:
 - a. hat:
 - b. pocket contents, instructing the inmate to turn his/her pockets out once emptied;
 - c. belt;
 - d. watch;
 - e. jewelry;

Note: Any inmate that has jewelry that cannot be removed will be referred to the contracted medical department for further assessment prior to their completion of the classification process.

- f. shoes, socks, and shoe laces;
- g. excess clothing, including coat, jacket or sweater; and

Note: The arresting Officer will remove coats, jackets, sweaters, excess clothing and items from the facility and store for the arrestee.

- h. any other accessories that the inmate may have on.
- 7. The Officer will place all property on the Deputy's workstation until a thorough search for contraband has been completed; (Inmate property will not be placed on the floor).
- 8. The Deputy will instruct the inmate to face the wall and place his/her hands on the wall. Ensure the inmate's hands and feet are spread wide and their feet are back far enough to place them off balance, thus creating muscle tension, so if the inmate moves during the search, it will be projected, and the Deputy can respond.
- 9. To execute the search, the Deputies will gently, but assuredly, pat and squeeze the search area to ensure that no items are overlooked.
 - a. Visually inspect the inmate's head by having him/her lean forward and run his/her fingers vigorously through the hair. Objects such as knives or razor blades can be hidden there.
 - b. Instruct the inmate to lift his/her hair completely away from the ears and neck. Visually inspect behind and inside of the inmate's ears.
 - c. Look into the inmate's mouth, under the tongue and up the nose. Have the inmate remove any bridges or plates he/she may have and check them carefully. Dental plates have been used to conceal contraband items. The inmate will hold the dental plates during this inspection and then place them back into their mouth.
 - d. Frisk searches the inmate by patting following a direct course by:
 - 1.) searching across the shoulders to the hands, patting and squeezing as you go, then across the front of the arm back to the shoulder. Do the same thing on the other arm. Pay particular attention to double seam areas like the cuffs and collar. Check both the front and the backs of shoulders and the armpits.
 - 2.) continuing down the inmate's back to the waist paying particular attention to the small of the back;
 - 3.) from the front of the inmate's stomach and waistline,

and both sides of the inmate, from the armpits to the waistline.

- 4.) Pull the inmate's t-shirt out of his/her waistband, if required, and check the shirttail and the waistband, keeping in mind that this is a double seam area. Check all snaps, buttons, watch pockets, zippers, belt loops, leather designer labels and patches.
- 5.) Search all pockets thoroughly to include the pants and shirt.
- 6.) Frisk search the inmate's legs from the crotch to the foot.
- 7.) Visually, then physically, search the inside and the bottom of the inmate's shoes, and check for false heels.
- 8.) Physically search any belt buckles for weapons or possible handcuff key concealment.

Note: Anytime an inmate is admitted to the facility wearing trusses, artificial limbs, bandages on the body, or using any medical equipment (i.e., wheelchairs, crutches and et cetera) the processing Deputy will notify their supervisor who will in turn contact the contracted Medical Services. The inmate will be transferred to or given SACDC medical equipment prior to the search of their personal equipment. Health care available be to assist inspection/taking apart of any medical equipment a Deputy may not be familiar with. A decision will be made as to whether or not the inmate will be allowed to retain such items.

- G. Unclothed Body Search/Strip Search:
 - 1. Keep in mind that the six areas of the body most frequently used by inmates to conceal contraband are the:
 - a. mouth;
 - b. ear canal;

Page 7 of 19 Issued: 1/29/2025

Procedure 17-09 Searches and Contraband

- c. anus;
- d. hair;
- e. nasal passages; and
- f. vagina.
- 2. As with the frisk search, an unclothed body search or strip search must be conducted with a maximum of respect and a minimum of physical discomfort for the inmate.
 - a. While discretion must be followed concerning a strip search, a
 Deputy should never hesitate if he/she feels contraband is
 present.
 - b. While all searches have been found to be dehumanizing, none has more potential for near total degradation than the strip search.
 - c. Strip searches cause problems because they arouse anger, humiliation, and embarrassment.
 - d. It is a natural reaction for an inmate to feel inhibited when being subjected to a strip search, and the Deputy must be sensitive to the problem a strip search poses.
 - e. A Deputy's approach to a search should be professional and the tone business like. The Deputy must never joke or make derogatory comments during any type of search since it could trigger hostility and anger.
 - f. Inmates realize that strip searches need to be conducted but they realize the search can be done quickly and in a professional manner. (Ref: 5-ALDF-2C-04)
- 3. Strip searches will only be conducted on an inmate when the following circumstances exist: (Ref: PREA 115.15e)
 - a. upon the request of the arresting Officer, when there exists reasonable suspicion that the inmate is concealing a weapon or contraband;
 - b. where there is reasonable suspicion and/or when the inmate:

Page 8 of 19 Issued: 1/29/2025

Procedure 17-09 Searches and Contraband

- 1.) has previous/present drug or weapons charges;
- 2.) comes from another penal institution;
- 3.) has a history of any assaultive behavior in the SACDC and/or;
- 4.) has had a change in housing within the facility to the disciplinary housing unit.
- 5.) on all inmates prior to being moved to general population.
- c. An inmate returning to the facility from court, outside appointments, medical appointments, interviews and after being outside the secure portion of the facility.

(5-ALDF-2C-03, 04, PREA 115.15e)

- 4. The Housing or Processing Lieutenant must pre-approve any unusual strip search request when reasonable doubt exists.
- 5. Strip searches will be conducted by two Deputies of the same gender as the inmate. Cross-Gender strip searches and/or visual body cavity searches will not be conducted except in exigent circumstances.

(PREA 115.15(a))

- a. A deputy will conduct the strip search and the arresting Officer, if eligible, will observe.
- b. If the arresting officer is the opposite gender of the inmate, the arresting officer will remain in Intake and the search will then be conducted by two deputies. (PREA 115.15c)
- 6. To help defuse any tension during the search, the deputy will:
 - a. conduct the strip search out of sight of other inmates.
 - b. explain to the inmate, prior to the search, what is going to be done and what is expected of the inmate.
 - c. never use a search as punishment or as discipline, and do not leave the inmate in an uncomfortable posture for extended periods of time.

Page 9 of 19 Issued: 1/29/2025

- d. do not touch the inmate during a strip search, except as required to restrain a violent or combative inmate.
- 7. A strip search will include a complete search of the inmate's clothing immediately following the search of the inmate's person. A hastily conducted search of clothing will render the entire search meaningless since contraband could then be returned to the inmate.
 - a. Direct the inmate to remove all clothing, feminine hygiene items, bandages, slings, prosthetic devices, wigs and/or hairpieces and place them away from the inmate. Ensure the inmate cannot touch or obtain any items that have been removed until the items have been searched and returned.
 - b. Visually examine the inmate's head by directing the inmate to lean forward and run his/her fingers vigorously through the hair.
 - c. Instruct the inmate to lift his/her hair completely away from the ears and neck. Examine behind the inmate's ears, the crevice behind the ears, look into the inmate's mouth, under the tongue and up the nose. A flashlight is especially useful at this point since it will illuminate the nasal, ear, and mouth cavities as they are checked.
 - d. When visually checking the mouth, ensure the inmate remove any bridges or plates he/she may have and check them carefully. Dental plates have been used to conceal contraband items. The inmate will hold the dental plates during the search.
 - e. Instruct the inmate to extend his/her arms and spread their fingers. Visually check arms and hands carefully, not forgetting to look for overt signs of narcotic usage, such as needle marks.
 - f. Visually check the inmate looking for any signs of health hazards that could be spread through the SACDC.
 - g. Instruct the inmate to raise his/her arms high over their head and visually check the armpit area. 1) If a female inmate is being searched, direct her to lift her breasts, if necessary, to ensure a good visual examination. 2) If the inmate is overweight, visually check between the layers of excess skin.
 - h. If a male inmate is being searched, instruct the inmate to peel

back the skin on his penis and lift it to allow you to observe under it. Also direct him to lift his scrotum and move it to the left and to the right.

- i. Direct the inmate to bend forward, squat, cough, and spread their buttocks to allow a visual check of the anal area. Use a flashlight, if necessary, for illumination.
- j. If a female inmate is being searched, instruct the inmate to continue to bend forward and spread her labia to allow a visual check of the vaginal area.
- k. Carefully inspect the legs, feet, and tops of toes.
- l. Direct the inmate to turn around so that you can visually check the back of the neck, back area and legs for bruises and/or marks.
- m. While the inmate is still turned around, instruct the inmate to lift up his/her feet, one at a time, so that you can inspect the soles of the feet and area between the toes.
- 8. To reduce the length of time that the inmate must stand without clothing, the undergarments should be searched first and returned, to allow the inmate to clothe the areas of the body considered as private while you are searching the remainder of the clothing. This action will alleviate tension and show that you are doing your best to reduce the demeaning nature of the unclothed search. Direct the inmate to face the wall while the clothing is being examined. The Deputy will:
 - a. be alert to any unusual or suspicious movement;
 - b. run their fingers over the linings of the clothing and physically checks the areas which might contain contraband;
 - c. physically examine all pockets carefully;
 - d. physically check all zippers, waistband, cuffs, seams, and collars;
 - e. physically examine soles, heels, and insides of shoes; and
 - f. physically examine all other articles that the inmate may be carrying.

Page 11 of 19 Issued: 1/29/2025

- 9. In the event that an inmate refuses or becomes non-compliant before or during a strip search, the inmate will be placed in the Emergency Restraint Chair (ERC), in accordance with *policy 7-10 Emergency Restraint Chair*. Once the inmate becomes compliant with deputies, the inmate will be removed from the ERC and the strip search will be completed.
 - a. If the inmate soils themselves while waiting for the strip search to be completed, the following steps will be taken:
 - 1.) Deputies will activate their body worn cameras and the inmate will be wheeled in the ERC to the showers;
 - 2.) deputies will have their supervisor respond to the showers and will then turn their body worn cameras inward. This is to ensure that audio can be heard, and the decency of the inmate's dignity can be maintained;
 - 3.) Central Control will be notified;
 - 4.) with the approval of the Detention Director or their designee, the inmate's clothing will be removed, inventoried, and searched, where the inmate will be given an opportunity to clean themselves.
 - 5.) a "compelled dress out with a security search" will be completed of the inmate and they will be placed back into the ERC until the inmate complies with the strip search.

H. Body Cavity Search:

- 1. The body cavity search must be conducted only when directed by a Court Order, Search Warrant and with the approval of the Detention Director or designee. (Ref: PREA 115.15e)
- 2. Deputies will not physically search the body cavities of an inmate.
- 3. A body cavity search maybe done manually or with the aid of medical instruments. X-rays and instruments of surgical intrusion (including the use of an anal scope or vaginal speculums) may be used for medical reasons and when there is reasonable belief that an inmate is concealing contraband. This procedure requires the inmate to be taken to a local hospital. (Ref: 5-ALDF-2C-05, PREA 115.15c)

Page 12 of 19 Issued: 1/29/2025

Procedure 17-09 Searches and Contraband

- I. Housing Area Search:
 - 1. Even though the facility maintains a very effective security system, some contraband may be introduced into the facility, particularly into the inmate housing areas.
 - 2. The primary objectives of a cell, room, or area search are to discover:
 - a. contraband including excess uniforms and/or other standard issued property;
 - b. escape attempts and/or devices;
 - c. the destruction of SACDC property;
 - d. violations of the inmate rules; and
 - e. any other safety or health hazards.
 - 3. Searches should be random and unannounced to prevent inmates from anticipating what day or in what area, a search will occur.
 - 4. Inmate personal property will be respected and will not be willfully discarded, destroyed, or damaged. Confiscate only those items which are prohibited. Searches will be conducted in a manner that indicates a maximum of respect and causes minimum discomfort for the inmate. It is not for the harassment of inmates.
 - 5. Remember that the possibility for violence exists during any search. The tone set by the Deputies and their search procedures has a direct bearing upon overall facility atmosphere and their safety. Leaving the area in disorder can only cause unneeded resentment and inmate morale problems. Do not throw blankets and non-contraband items around on the floor. Replace disturbed items to some resemblance of the way the room or cell was found.
 - 6. When possible, two (2) Deputies should conduct the search to ensure that the area is searched properly.
 - 7. Wear disposable gloves, utilize a flashlight, and a mirror, if necessary.
 - 8. Always search the same way each time.
 - 9. Prior to commencing the area search, frisk search the inmate(s) and

Page 13 of 19 Issued: 1/29/2025

remove the inmate(s) from the immediate area.

- 10. Deputies will utilize the "STOP" procedure, as outlined on page 5 of this policy, and always look before they touch. When entering the search area, stop and look around taking notice of anything that is out of the ordinary or in the wrong place. (Never reach into or under something unless you have been able to visually check the area!)
 - a. If anything appears out of the ordinary or in the wrong place, make note of these items, but do not allow your attention to be diverted from the primary task of searching the entire area thoroughly and systematically. Inmates will often leave one item of contraband in sight, in the hope that the Deputy will focus on it and not be thorough in the rest of the search. Keep in mind where there is one article of contraband there may be more.
 - 1.) Unusual odors, sounds, and areas where paint is missing could indicate a need for further investigation.
 - 2.) Any safety, sanitation or health hazards that are recognized need to be properly reported.
 - 3.) Use extreme caution when handling items such as powders, pills, and needles.
 - b. Begin the search at one point of the area and continuing until returning to the starting point. If the search is interrupted, start the search over from the original starting place.
 - c. Ensure all areas are searched, including but not limited to the following:
 - 1.) doors and locks;
 - 2.) beds;
 - a) take each article of linen off the mattress searching each piece using the squeeze method.
 - b) search for objects taped or glued to the bunk.
 - 3.) mattress;

Procedure 17-09 Searches and Contraband

- a) examine the mattress for tears, split seams or cuts that may be used to hide contraband.
- b) run your hand over the mattress to locate hard objects hidden in the mattress.
- 4.) sink faucets, drains, and flow valves;
- 5.) toilet;
 - a) search inside, behind and the top of the toilet.
 - b) look for strings or wires attached to the toilet that could be anchoring contraband.
 - c) look to make sure that all the caulking around the bottom of the toilet is in place and original and that there is no damage to the base of the toilet.
- 6.) windows;

Note: Ensure the sealant around the window is intact and that contraband is not present.

- 7.) vents;
 - a) contraband may be hanging outside of the room or cell wall by a thread or string.
 - b) remove anything blocking or covering the grills or light.
- 8.) mirrors;
- 9.) cracks in walls;
- 10.) ceiling;
- 11.) floor;
- 12.) plumbing and light fixtures;
- 13.) articles inside the room or cell:

- a) examine all letters, envelopes, toilet paper, soap, cards, medicine envelopes, canteen, clothing, other miscellaneous items.
- b) books, newspapers and magazines;
 - 1. visually scan the pages, especially the binder.
 - 2. remove the excess items from the area.
- d. Before leaving the room or cell, take one final look at the area you have just searched and ask yourself where you would hide something if you were the inmate. The inmate will use his/her imagination when hiding contraband; use yours to find it.
- e. Frisk searches all inmates before they return to the searched area.
- J. Food Cart Inspection: Unit Deputies will conduct a search of each food cart delivered to the unit to include the sides, top, inside, and the bottom of the cart. The carts will be searched prior to it entering the unit, prior to inmate access, and upon the removal of the cart from the unit.

K. Visitor Search:

- 1. Visitors are subject to search if there is an articulable probable cause to suspect that they are in possession of contraband.
- 2. The on-duty security supervisor and the on-duty Housing/Processing Lieutenant will be notified when articulable probable cause exists to search a visitor. The on-duty Housing/Processing Lieutenant will contact the Command Duty Officer (CDO) and the Law Enforcement Communications Center (LECC) and request a Deputy Sheriff response prior to conducting a visitor search.
- 3. An Incident Report submitted through the chain-of-command will be completed any time a visitor is searched identifying the reason for the search and what probable cause existed.

L. Canine Searches:

1. The canine unit may be utilized to search for drugs or other

Page 16 of 19 Issued: 1/29/2025

Procedure 17-09 Searches and Contraband

contraband in all areas of the facility.

- 2. The CDO can request a search by the canine unit through the SACDC chain-of-command to the Canine Team supervisor when:
 - a. reasonable suspicion of drug possession exists; and
 - b. a random search is necessary to curtail drug activity or possession.
- 3. ERT Operators will escort the canine handlers and canine units while in the unit.
- 4. Upon completion of the search, Canine Handlers will complete an Incident Report, an After-Action Report, and forward the reports through the chain-of-command. (Ref: 5-ALDF-2C-02)

M. Vehicle Searches:

- 1. Transportation Vehicle Searches Transport Deputies will search the vehicles upon assuming post, before and after transporting inmates and at the end of each shift, to ensure the vehicle does not contain contraband. Transport Deputies will be sure to search between and under the seats.
- 2. All vehicles entering and exiting the secure perimeter of the Detention Center are subject to being searched (reference Entrance Procedures Policy).
- N. Deputies locating contraband will document all items removed from the search area or from an inmate via Incident Report and/or Incident Supplement in the Jail Management System (JMS). Items removed from an inmate or area will be turned over to the Deputy's immediate supervisor for proper disposition. The following information will be recorded:
 - 1. date and time;
 - 2. inventory of items discovered;
 - 3. location the items was recovered from;
 - 4. owner, or suspected owner of the contraband;
 - 5. description of the items;

Page 17 of 19 Issued: 1/29/2025

Procedure 17-09 Searches and Contraband

- 6. disposition of the contraband;
- 7. Originating Agency Case Number (OCA), if assigned; and
- 8. chain of custody documentation.
- O. Contraband Disposition and Evidence Preservation: Contraband and evidence will be maintained and disposed of in accordance with the Sheriff's Office Property and Evidence Control directive and the Preservation of Evidence Policy.
 - 1. Contraband such as illegal drugs and weapons and other items retained as evidence for criminal prosecution will be turned over to a Deputy Sheriff for disposal or retention.
 - a. The on-duty Housing/Processing Lieutenant will contact the LECC and request a Deputy Sheriff response, when contraband is deemed illegal or is found / recovered as evidence.
 - b. The on-duty Housing/Processing Lieutenant will request an OCA which will be referenced in the Incident Report and/or Incident Supplement completed by the Deputy locating the contraband.
 - c. Every effort will be made to maintain the integrity of the evidence and the chain of custody. The Deputy locating the contraband will begin a chain of custody documenting all persons having had contact with the contraband on the evidence bag and will forward the evidence to the responding Deputy Sheriff.
 - d. Illegal contraband items discovered during the intake process will be returned and disposed of by arresting Officer.
 - 2. Contraband that is considered evidence for possible disciplinary action or criminal prosecution will be retained until no longer needed and then it will be returned to normal stock; destroyed, if altered; or securely stored and may be used for visual training demonstration purposes.
 - 3. Legal and Nuisance Contraband:
 - a. Excess photographs will be placed in the inmate's personal property and returned to the inmate upon release.

Page 18 of 19 Issued: 1/29/2025

- b. SACDC property such as inmate uniforms and linen in excess will be returned to normal stock for reuse. Uniforms and linens, that are altered or damaged, and when the condition of the item is beyond repair, it will be sent to the laundry. The Laundry Deputy will complete an Item Discard Form (*Form-360*), if necessary and forward through the chain-of-command to document the discard.
- c. Canteen wrappers, toilet paper wrappers, old newspapers which are potential fire hazards and items that create sanitation hazards will be disposed as trash.
- d. Other items such as broken radios, torn books, etc. which are purchased by the inmates and no longer allowable will be disposed of as trash, but the inmate must sign the *Contraband Disposition Form (Form-414)*. This form will explain why the item(s) will be discarded. The Housing Unit will witness the inmate signature. In the event an inmate refuses to sign this document the Housing Sergeant will sign as a second witness. A copy of the *Contraband Disposition Form*(s) will be provided to the inmate and the original copy will be placed in the inmate's file.
- 4. Stockpiled inmate medication and miscellaneous pills will be turned over to the contracted Medical Services for identification and destruction.
- 5. When a search is directed at solving a possible new crime and an inmate is suspected of the crime, the Deputy will immediately take control of the scene. Any evasive searches will require the authorization of the Detention Director or designee. The reasons for such a search will be expressed in an Incident Report and/or Incident Supplement and forwarded through the Deputy's chain-of-command.
 - a. When the search is conducted immediately, the Detention Director or designee will be fully informed as soon as possible after the search.
 - b. The search must be conducted in a manner to ensure the preservation of evidence as well as the legal protection on the inmate's individual rights afforded under the Fourth Amendment.

Page 19 of 19 Issued: 1/29/2025