



# LEON COUNTY SHERIFF'S OFFICE

## Standard Operating Procedure 450.F21 Control of Contraband

<b>EFFECTIVE:</b>	<b>REVISED:</b>	<b>RESCINDS:</b>
<b>1 OCTOBER 1999</b>	<b>5 December 2019</b>	<b>21 November 2019</b>

**A. PURPOSE:** The purpose of this procedure is to establish guidelines to limit the introduction of contraband, provide for disposition of confiscated contraband, and identify what items are authorized by inmates.

**B. SCOPE:** This procedure shall apply to all LCSO members, interns, and volunteers.

**C. POLICY:** It is the policy of the Leon County Detention Facility to prevent the introduction of contraband articles into the facility through the implementation of recognized established security procedures and to establish and maintain a list of inmate authorized items within the facility. This shall require frequent, irregular searches of inmates' housing and work areas. All searches will be conducted in a professional manner and in accordance with appropriate Florida Statutes. Searches will be conducted in an attempt to locate contraband and/or prevent its introduction into the Detention Facility.

### **D. DEFINITIONS:**

**BODY CAVITY SEARCH** - A manual or instrument inspection of an anal or vaginal cavity based on probable cause the individual is concealing contraband. Only licensed hospital medical personnel are authorized to conduct body cavity searches. This does not preclude a licensed physician from conducting a necessary medical procedure.

**CELLSENSE** – A portable non-intrusive device used to detect cell phones and other metallic objects.

**CONTRABAND** - Any item found within the Detention Facility or in the possession of an inmate that is illegal by law, was not issued, purchased from the Canteen, authorized by competent authority, or excessive amounts of authorized items. Items that have been altered from their original condition or items passed from one inmate to another without proper authorization. Contraband generally falls into two (2) broad classifications; dangerous and nuisance.

**1) Dangerous Contraband** - Articles that may be used to cause injury to a staff member or inmates. Dangerous contraband articles include but are not limited to:

**a)** Any instrument that may be used in escaping or attempting to escape;

**b)** Any firearm, instrument, or chemicals which may be considered to be a weapon;

- c) Any intoxicating beverage, narcotic, hypnotic, stimulant, prescription drugs w/o a prescription, or other illegal drug as defined by Florida Statutes.
- d) Security threat group-related items to include, but not limited to, charters, by-laws, procedures, rosters, hit lists, publications, photos, membership cards, certificates of rank/title, letters of introduction, or documents which possess graffiti and or gang signs and symbols.

**2) Nuisance Contraband** - Those articles that do not pose a threat to safety or security. This category includes, but is not limited to:

- a) Extra clothing or bedding;
- b) Unauthorized reading material;
- c) Excessive hygiene items;
- d) Excessive cleaning supplies;
- e) Excessive Detention Facility stationary or envelopes;
- f) Tobacco products, matches or lighters;
- g) Perishable foods (stored) not received from commissary;
- h) Tattooing materials;
- i) Any item or article issued or purchased from the commissary, which is altered from its original condition.

**ELECTRONIC DEVICES** - Include but not limited to laptops, e-readers (Kindles or Nooks or similar), iPads or tablets.

**EXIGENT CIRCUMSTANCES** – Where a correctional staff member concludes from available information that immediate action is necessary to prevent imminent danger to life or destruction of property.

**Facility Grounds** – Areas within any building, fenced secure parking lots, or the perimeter of the Detention Facility.

**FULL BODY SCANNER** – A whole-body security screening device which utilizes ionizing radiation in order to detect contraband, weapons and similar items, hidden inside and outside an inmate's body.

**MEMBER** – For the purpose of this written directive, member is defined as all LCSO employees, interns, and volunteers.

**PAT SEARCH** – A non-intrusive search of outer clothing and shoes for contraband of an arrested person. Inmates have no right to refuse to be “patted down”. Only sworn agency members will perform this process.

**SECURED CONFINES OF THE DETENTION FACILITY** - For the purpose of this written directive, secured confines of the Detention Facility shall be any area within the dual controlled security doors.

**SHAKEDOWN** – A process of systematically inspecting and searching areas, cells, rooms, or property to detect contraband.

**SMOKING PARAPHERNALIA** – Group of apparatus, equipment, or furnishing used for smoking activity.

**STRIP SEARCH** – Having a person remove all of their clothing so as to permit a visual inspection of the person and a physical inspection of all clothing.

## **E. PROCEDURE:**

### **1. EMPLOYEE PERSONAL ITEMS**

- a. In addition to issued or duty related items authorized in the secured confines of the Detention Facility, the following personal items may be permitted:
  - 1) Non-breakable meal and drink containers. Employees are permitted to bring in drink containers that are made of disposable paper, disposable foam, or plastic insulated cups. The paper or foam throw away items are to be destroyed before being discarded. In addition, if used, plastic insulated cups are not to be left out where inmates can obtain them. Aluminum cans, plastic bottles, glass cup/containers or metal cups/thermoses are not allowed in the inmate housing areas.
  - 2) Carriers, such as those designed to carry meal/drink containers for the purpose of keeping items hot/cold (coolers, lunch boxes, etc.). All approved items must fit in to a single carrier that will not exceed the following dimensions 12”X12”X12”.
  - 3) Note pads and organizers as necessary for duty;
  - 4) Training equipment or duty related reading materials;
  - 5) Gym bags and clothing shall be stored and used in the areas of the facility authorized for that function;
  - 6) Any other item(s) specifically authorized by a Division Captain or higher authority.
- b. The following items shall not be permitted into the secured confines of the Detention Facility:
  - 1) Any type of weapon (firearm, knife, chemical agent, O. C. spray, taser) except for issued or duty related items authorized in the secured confines of the Detention Facility as identified in separate Detention Facility Policies and Procedures;

- 2) Items that can or could be used to construct a weapon (includes but not limited to umbrellas, walking canes, fingernail files, or clippers);
- 3) Electronic devices include, but are not limited to laptops, e-readers (Kindles, Nooks or similar), smart watches, non-agency owned cellular phones, iPads or tablets are not allowed unless specifically authorized for use in the facility by Detention Facility Chief or higher authority.
- 4) Illegal drugs, alcohol, electronic smoking devices or tobacco products and other smoking paraphernalia:
- 5) No employee will allow or facilitate an inmate to access the internet for any purpose not specifically authorized by a Division Captain or higher authority.
- 6) No employee or any other person shall bring or cause to be brought into or upon the property of the Detention Facility, or give to any inmate, any article which is defined herein as contraband, not specifically authorized by directive, or which has not been specifically authorized by the Detention Facility Chief [FMJS 14.01].

### **c. SEARCH NOTIFICATION**

- 1) All persons, property, and vehicles on facility grounds are subject to random searches at any time.
  - a) Persons will be electronically scanned by a metal detector. Anyone who objects to a scanner search will be denied entry.
  - b) Lunch bags and other personal items will be searched for contraband.
  - c) If contraband is found that may constitute a criminal offense, the person may be detained and charges filed.
- 2) The Facility shall have signs in English and Spanish, posted conspicuously at all entrance roads to facility grounds and at all entrance/exit points and vehicular gate entrances to advise employees and visitors to the facility's search policy.

## **2. AUTHORIZED INMATE ITEMS**

- a. The following items shall be considered authorized for possession by inmates within the Detention Facility. All other items are considered contraband [FCAC 7.02 FMJS 14.01]:
  - 1) One pair of approved shoes, issued Detention Facility uniform, issued or purchased white underwear/panties (7), purchased white tee-shirt (7), purchased two sets of white thermals, issued or purchased white socks (7), white wireless bra (7), issued or purchased shower slides, issued pillow and pillow case, issued mattress, issued blanket, issued sheets (2), issued towel, issued washcloth, issued cup and spork, hygiene items issued and/or

purchased through the commissary (excessive amounts, as determined by the area supervisor, may be confiscated).

- 2) Two library books, 5 approved publications from publisher, personal mail, legal mail, legal documents, writing materials provided or purchased, 5 photographs, and any other item specifically authorized by a Division Captain or higher authority.
  - 3) Food or items purchased through the commissary.
  - 4) Inmates shall not possess anything which is not specifically authorized by written policy or which has not been specifically authorized by the Detention Facility Chief.
- b. Authorized items may be denied or their possession restricted for the following;
- 1) Disciplinary sanctions approved by the Detention Facility Chief;
  - 2) Upon order from the Detention Facility's Health Care Authority, the Watch Commander or higher authority to prevent an inmate from harming themselves, others or property [FMJS 8.07]. A record will be made of each incident, including the reason and length of time of such deprivation [FCAC 13.07 FMJS 8.08].
- c. Inmate will be given the opportunity to shave and the issuance will be documented on the razor issuance log [FCAC 10.24].
- 1) Documentation will reflect that the razor was issued or the inmate refused.
  - 2) The razor shall be returned and collected by the officer.
  - 3) Any inmates found in possession of a razor outside of the issued time period will receive disciplinary measures.
  - 4) Inmates may be denied the use of razors by either classification, mental health staff, or higher authority and documentation will be provided for the reason of denial.

### **3. HOUSING AREA SEARCHES**

- a. Contraband searches in Housing Units shall be conducted on the initiative of the Watch Commander as time and conditions permit. Scheduling of shakedowns or searches on specified days or times shall be avoided. Frequent contraband searches convey the administrative concern in this area and acts as a deterrent. The purpose of the search is to find or discourage the use of contraband and detect violations of facility regulations, not to harass inmates. Personal items not classified as contraband should not be taken. Efforts should be made to leave the area searched in an orderly condition.

- b.** If, in the opinion of the Watch Commander or higher authority, large portions of the facility should be searched for a specified reason, it may be necessary to secure additional assistance. In instances of this nature, the inmates occupying the area may be strip searched in accordance with Florida Statutes and may be removed from the area while the search is conducted.
- c.** Before starting the search, the Correctional Officers should be briefed as to the primary and secondary objective. An example of the primary objective may be to locate a particular item or items known or believed to be in the area. The secondary objective(s) may be to discover weapons or other contraband items.
- d.** Room Searches shall be announced and staff present to observe inmate actions.
  - 1)** Inmates may be locked in their rooms prior to the search;
  - 2)** The search team shall systematically search each room. The inmates may be allowed to view, but shall not interfere with the search of their room after they have been personally searched;
  - 3)** Upon entering the room, the Correctional Officer should stand for a few seconds to observe the general layout and contents noting anything out of the ordinary. Look for possible escape attempts such as the removal of block mortar or metal, removal of glass or plumbing fixtures. Check for destruction of facility property and safety or health hazards. Attention should also be given to violations of facility rules, and potential fire hazards.
    - a)** Search any clothing lying or hanging in the room and confiscate any clothing in excess of the issue allowance, with the exception of extra items that are allowed per instructions of the health care authority for medical reasons;
    - b)** Examine blankets, mattress, mattress cover, and remove all from the bed frame. Examine the mattress for tears, split seams or cuts, as they may be used to hide contraband. Feel the mattress to locate hard objects hidden in the mattress. Examine the bottom of the bed frame for objects taped or glued to the bottom. Portable metal detectors are available to assist in checking the mattress;
    - c)** Examine sinks and toilets inside and out. Check inside faucets and drains;
    - d)** Special care should be directed to the ventilator grills, as this is a favorite hiding place for contraband. Also, remove anything blocking or covering the grills or lights. Check top and bottom of mounted shelves, door tracks and ledges;
    - e)** Examine all books carefully. Razor blades, saw blades, and other flat items may be hidden in books and binders. Remove excess books from cells, as they are a potential fire hazard. Examine (don't read) all letters, envelopes, toilet paper rolls, soaps, and cards. Confiscate all extra medications and other unauthorized materials.

- f) Before moving to the next cell, take one final look at the area searched for the purposes of ensuring that the search was thorough.
- g) Leave the room as nearly as possible in the condition that you found it. Leaving the room in disorder after a shakedown can only cause unneeded resentment and morale problems. Do not throw blankets and non-contraband items around on the floor.
- h) After the cell search is completed, the inmate should be secured in their individual room until all cells in the entire pod have been searched;
- i) After completing the search of the rooms, search all showers and day rooms. Contraband items are often discarded in common areas, so no blame can be placed on any certain individual. The search must reach from the ceiling to floor and wall to wall and cover all equipment and furniture.
- j) If dangerous contraband is located, the Correctional Officer recovering said contraband must complete an informational report before the end of his/her tour of duty. This report should include the item(s) found, location found, name of inmate or inmates in actual or constructive possession of the contraband. If nuisance contraband is located, the Correctional Officer recovering may be required to complete a Disciplinary Report at the discretion of the area supervisor.

#### **4. PERSONAL SEARCH**

- a. It is within the realm of sound security practices to subject inmates individually to personal searches at frequent intervals to discourage the practice of carrying contraband.
  - 1) Only a female certified Correctional Officer will pat search female inmates, absent exigent circumstances.
  - 2) Only a male certified Correctional Officer will pat search male inmates, absent exigent circumstances.
  - 3) All inmates that leave their housing area will be pat searched upon leaving and reentering their housing area or at any time a certified Correctional Officer has reason to believe the inmate possesses contraband.
  - 4) In accordance with Florida Statutes, during the admission and booking process, a certified Correctional Officer will pat search all incoming inmates for contraband as outlined in Detention Facility SOP 450.11 Adult Admission and Processing [FCAC 9.04 FMJS 4.03].
  - 5) Correctional Officers will adhere to the following pat search procedures:
    - a) Inform the inmate that he/she is to be searched;

- b) Instruct the inmate to empty all of the contents in his/her pocket and remove any coats, hats, or other outer clothing items;
- c) Ensure that the inmate does not throw away any item;
- d) Have the inmate run his/her hands through their hair to dislodge hidden items;
- e) Instruct the inmate to face away and spread his/her arms horizontally to each side and their legs approximately shoulder width apart;
- f) Initiate the pat search from the back, with the inmate's arms and feet spread, pat searching the inmate's head and neck and move hands across the shoulders and down the arms, thoroughly passing over every part of the arms, including the armpits;
- g) Moving back to the torso, pass the hands over the back, the entire chest, and the abdominal region, thoroughly searching clothing paying close attention to the waist, waistband, and shoes, as well as to collars, cuffs, seams and linings of clothes;
- h) Move down the outside and inside of each leg, including the groin area.

#### **b. FULL BODY SCANNER SEARCHES**

- 1) Full body scanning is performed, using the ConPass-DV device, by a trained operator of the same gender as the inmate being scanned. Scanning shall always be performed in a professional manner. A positive scan, one that reveals contraband, may be probable cause for a strip search or criminal charges. Full body scanning may be performed under the following circumstances;
  - a) Persons who are admitted to the Leon County Detention Facility Booking for violation of any local, state, or federal law, overnight hold or to serve a court ordered sentence;
  - b) When reasonable suspicion exists that an inmate may be concealing contraband or weapons in or on their persons;
  - c) After participation in any kind of internal disturbance;
  - d) When an inmate arrives in Booking from court or another facility;
  - e) Upon return from an outside appointment or location;
  - f) Upon returning from an outside work detail;
  - g) Any situation where an inmate may have come in contact with a member of the public; or

- h)** Any other purpose for using the body scanner not covered in this S.O.P., will be approved by the Watch Commander or higher authority in order to preserve the integrity and security of the facility.

**2) Full body scans shall be performed as follows:**

- a)** An inmate may be scanned after the intake questionnaire is completed. All persons scanned shall be asked if they have body piercings, implants or prosthesis and if female, are they pregnant. Medical will provide a pregnancy test to all females of child bearing age. This will be determined by Medical prior to scanning. Pregnant inmates shall not be scanned;
- b)** The inmate shall be instructed by the operator on the proper manner in which to enter the full body scanner. The inmate shall enter the scanner clothed with footwear in hand. The inmate shall be instructed to stand on the full body scanner platform and place each foot onto the footprints attached to the platform and look down at their feet. Footwear shall be held by the inmate alongside their body during the scanning process. The inmate shall be instructed to stand still while the platform mechanically moves them through the scanning portal. The operator shall announce loudly “scanning” so staff in the immediate area can step outside the designated scanning area;
- c)** When groups of inmates are being scanned a supervising officer shall organize the scanning to ensure contraband is not passed while the scanning is being performed;
- d)** If contraband is detected during the scan, advise the inmate the scanning system has recognized the presence of a foreign object on their person. Ask the inmate what they are concealing and if it can be removed.
- e)** If the contraband can be removed by the inmate, a booking officer of the same gender shall observe the removal. The inmate may be criminally charged accordingly.
- f)** An inmate who has been identified to have contraband hidden within a body orifice and either refuses or cannot remove it themselves, shall be isolated under Direct Supervision. A Supervisor will immediately be notified. The Supervisor shall review the captured image. If a body cavity search is recommended and approved by the Detention Facility Chief or designee, the search shall be in accordance with Body Cavity Searches as described in this SOP.

**c. Cellsense Searches:**

- 1)** This search is performed using the cellsense tower which is a non-intrusive stationary device used to detect cell phones and other metallic objects. If detection is registered and the inmate cannot offer an explanation for the reading, the Full Body Scanner may be utilized. Cellsense searches may be performed in the following circumstances;

- a) During the search of inmate housing areas, inmate bedding, or inmate personal property; or
  - b) Scanning of inmates as they move around in the facility.
- d. A Sergeant or higher authority must provide authorization/approval prior to an inmate being strip searched. A strip search form shall be signed by the authorizing supervisor. The form shall become part of the inmate record and maintained in accordance with Public Records retention schedules. Strip searches shall be conducted by certified Correctional Officers, of the same gender as the inmate, in a professional manner and in a private area out of the view of other inmates and staff not participating in the search [FMJS 4.03].
- e. Strip searches shall be conducted in the following instances:
- 1) All persons arrested and admitted into Booking for any felony charge as outlined in Detention Facility SOP 450.11 Adult Admission and Processing. Prior authorization from a Sergeant or higher authority is necessary.
  - 2) Misdemeanor, traffic, and regulatory arrestees admitted to Booking will be strip searched only under the following conditions:
    - a) There is probable cause to believe that the arrestee is concealing a weapon, a controlled substance or stolen property, or the charge is violent in nature [FMJS 4.03]. Written authorization must be obtained from a Sergeant or higher authority prior to the strip search of an inmate in this category. This written authorization will become part of the inmate's file;
  - 3) After it has been found by a Judge at First Appearance that the person cannot be released on bond or their own recognizance;
  - 4) Any time an inmate leaves the facility, for any reason, where they may come into contact with the public and then are readmitted into the facility;
  - 5) Following contact visitation before returning to the housing areas;
  - 6) Trustees returning to their housing area, from any work detail;
  - 7) When reasonable suspicion or probable cause exists that a post-first appearance inmate may be in possession of an item of contraband.
- f. Strip searches shall be conducted in the following manner:
- 1) In an appropriate, secluded area unexposed to those not participating in the strip search with adequate assistance to prevent the inmate from temporarily concealing or passing contraband to another inmate;
  - 2) Explain to the inmate he/she is to be strip searched. If the inmate refuses to be strip searched, the area supervisor will be contacted for appropriate action;

- 3) Instruct the inmate to remove all clothing. As he/she disrobes, search all of the inmate's property and clothing. Pay particular attention to seams, waistbands, pockets, cuffs and footwear for tampering or concealment of contraband. Search the shoes and socks inside and out;
- 4) Conduct a visual body search, paying particular attention to the hair, ears, nostrils, mouth, armpits, genital areas, and bottoms of the feet. Examine beneath toes and under fingernails that are extraordinarily long;
- 5) Instruct the inmate, once unclothed, to face the Correctional Officer and run his/her fingers through their hair and shake his/her head while in a bending position;
- 6) Instruct the inmate to spread their arms and legs for visual search. Instruct the male inmates to raise their scrotal sac and the female inmates to lift their breasts to ensure nothing is hidden underneath. Instruct the inmate to open their mouth and remove any dentures or removable bridgework. If available, use a flashlight to inspect the inside of the mouth, including under the tongue;
- 7) Instruct the inmate to turn around and then examine the back of the body;
- 8) Instruct the inmate to bend over and spread his/her buttocks and visually examine the rectal area (and vaginal area for female inmates) for any protruding objects or signs of contraband. Do not touch the body. Have the inmate squat and cough;
- 9) Any bandages, casts, artificial limbs, wheelchairs, or devices used to assist in walking, shall be thoroughly examined by a member of the medical staff and x-rayed, if possible;
- 10) Upon completion of the strip search, return all authorized clothing and shoes to the inmate and instruct the inmate to get dressed.

## **5. BODY CAVITY SEARCHES**

- a. When probable cause exists and after obtaining authorization from the Detention Facility Chief or designee, staff will transport inmates to the hospital for body cavity searches. Body cavity searches shall only be conducted by licensed hospital medical personnel [FCAC 9.05M FMJS 4.02].
- b. All body cavity searches will be fully documented on an Offense Incident Report and submitted to the Detention Facility Chief [FCAC 9.05M].
- c. Any contraband retrieved will be disposed of according to established policy.

## **6. VISITOR SEARCHES**

- a. All visitors, prior to entering the facility, will be electronically scanned by a metal detector [FMJS 9.04]. Any visitor who objects to a scanner search will be denied entry.

- b. If there is probable cause to believe that a visitor possesses contraband once he/she enters the facility, he/she may be given the option to leave or submit to a pat-down/frisk search.
- c. If contraband is found on the person of the visitor that may constitute a criminal offense, the visitor may be detained and charges filed.

## **7. GENERAL AREA SEARCHES**

- a. General or common area searches include but are not limited to, corridors, stairwells, storage areas, classrooms, kitchen, warehouse loading docks, clinic medical treatment areas, mail deposit boxes, visitor receiving areas, and visitation areas.
- b. Any Officer searching an area where there is a designated supervisor, shall inform the supervisor of the search. The supervisor will be able to assist with locked areas and in determining if items found during the search are authorized.
- c. Search of these areas should include all clothing and storage areas, furnishings, supply areas, loose wall coverings, pipes, plumbing, conduits, etc.

## **8. PERIMETER SEARCHES**

- a. Outside security checks will be conducted by facility staff frequently and on an irregular schedule. A minimum of one facility perimeter check will take place each shift.
- b. The Watch Commander will immediately be informed of any suspicious items or evidence of tampering with outside doors, gates, fences, windows, screens, bars, etc. that may be found during a search.
- c. Facility grounds will be closely inspected by officers for “drop zones” that may be used for concealing contraband.
- d. Areas to be searched will include the loading dock, vehicle sally port areas, visitor reception area (including restrooms), roof areas, outside reception areas, storage sheds, parking lots, flower beds, drainage and culvert areas, gates, fence lines, and any other area deemed to be necessary.

## **9. DISPOSAL OF CONTRABAND**

- a. Disposal of contraband that will not result in criminal prosecution will be as follows:
  - 1) Excessive facility issued property found in a general search will be documented and returned to the issue area.
  - 2) Unauthorized inmate personal property may be confiscated and placed in the inmate’s personal property or disposed of. The items will be recorded in the property computer system, and the inmate will be given a receipt if placed in property.

- 3) Nuisance contraband such as unauthorized food, homemade intoxicants or other items which present a health, fire or housekeeping hazard will be turned over to the Watch Commander for proper disposal.
- 4) Cash found in the possession of an inmate will be confiscated as contraband and will be placed in the Inmate Welfare Fund [FMJS 14.02]. The confiscating member will write an Incident Report that will include the inmate's explanation of how he/she obtained the money. The confiscated cash will be forwarded to the commissary supervisor.
- 5) Any items considered contraband which are found in the Inmate's possession, and that may lead to an Inmate Disciplinary Committee hearing, will be preserved for presentation at the hearing.
- 6) Contraband that is confiscated in a suspected crime or results in criminal investigation or arrest shall be handled according to chain of custody procedures outlined in Sheriff's Office General Orders.

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**APPROVED:** \_\_\_\_\_



**DEPARTMENT OF DETENTION CHIEF**