



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Correctional Services	<b>Section:</b> 502.5
<b>Subject:</b> Adult Detention Center Operations	<b>Topic:</b> Searches
<b>Accreditation:</b> 6VAC15-40-710, 6VAC15-40-910, 6VAC15-40-920, PREA.115.15	
<b>Revised:</b> 09/22/2016	<b>Reaffirmed:</b>
<b>Enacted:</b> 02/21/2012	<b>Last Review:</b>
	<b>Review:</b>

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## I. PURPOSE

The purpose of this General Order is to provide directives for systematic and thorough searches within the Loudoun County Adult Detention Center for the purpose of controlling contraband

## II. POLICY

It shall be the policy of the Corrections Division that all personnel and visitors will be subject to search. Searches are performed in accordance with current Academy standards. To maintain security and control in the Adult Detention Center a systematic procedure for searches of inmates and the secured areas of the facility shall be followed. Systematic and thorough searches of housing units and common areas shall be conducted each month.

It shall also be the policy that all initial custody searches will be done with two (2) deputies present. Inmates shall be subject to regular and random searches at any time. Any strip search performed within the Loudoun County Adult Detention Center shall be approved by the shift supervisor.

## III. DEFINITIONS:

**Body-Cavity Search:** Any search that visually, or by the use of instruments, searches the interior body cavity of the anal and/or genital area.

**Committal Search:** A complete, thorough and systematic search of an inmate's person and clothing, and property.

**Search:** A thorough search of an inmate's outer layer of clothing for the purpose of locating weapons and/or contraband which present a danger to the safety and security of the facility.

**Strip Search:** A search requiring the inmate to remove all articles of clothing and to hand each item, one at a time, to the deputy for searching. Once all clothing is removed, the deputy visually inspects the inmate's body, including external anal and genital areas.

**Common Area Search:** A complete, thorough and systematic search of areas within the perimeter fencing of the facility which inmates have access to on a daily basis.

Cell Search: A complete, thorough and systematic search of areas that house inmates.

#### IV. PROCEDURE

##### A. Searches of Persons

1. The search of an inmate's person is intended to detect weapons, drugs and any other contraband in order to maintain the security and safety of everyone in the facility.
  - a. All searches will be:
    - 1) Complete: check the entire body.
    - 2) Thorough: check inside pockets, shoes, socks, etc.
    - 3) Systematic: search each inmate in the same manner each time.
2. All inmates will be searched prior to being transported within or outside of the facility and prior to returning to the facility or their housing unit.
3. All Correctional Training Officers will train deputies in current search techniques as taught under the current Virginia Department of Criminal Justice Services standards and approved by the Loudoun County Sheriff's Office.
4. The designated Training Coordinator will maintain a current copy of the Academy lesson plan for searches and make this available to all Correctional Training Officers.
5. Metal detectors are only used as a supplemental searching tool.
6. Sheriff's Office K-9 is not to be used for personal searches of inmates.
7. Cross-Gender Searches
  - a. A deputy of the same sex will perform the search, unless exigent circumstances exist.
  - b. If a deputy of the same sex is not available, then a deputy of the opposite sex will perform the search. This search will be performed in the same manner as a search of someone of the same sex: complete, thorough and systematic, using a witness when available.
8. Committal Searches

- a. All newly committed inmates will be searched in the Search Sallyport with a minimum of two (2) deputies present.
- b. If during a committal search an inmate is combative and/or refusing to comply with the search, the Intake Supervisor will be notified. The Intake Supervisor shall assess the situation to determine what action(s) should be taken to maintain the safety and security of the facility.
- c. The deputy conducting the search will perform a search of inmate's pockets, waistband, hair, mouth, ears while the subject is handcuffed. The Deputy conducting the search will remove the inmate's handcuffs in the search sallyport, if the inmate is compliant, and perform a second pat down search of the inmate's person and clothing once they are certain the inmate has no weapons or contraband concealed on their person.
- d. Once the inmate is moved to the exchange/change room, the second deputy will be responsible for the thorough search of all items removed prior to placing them in the property room.
- e. The inmate will then be escorted to the Exchange/change Room and the deputy will conduct a complete, systematic, and thorough search of the inmate's body to examine all areas that may not have been accessible because of the restraint positions, removing all items except those exempted in General Order #506.12, Inmate Property. At this time the inmate will be changed into an issued jail uniform.

#### 9. Strip Searches

- a. Strip searches may be conducted when the shift supervisor determines that specific circumstances necessitate this action. Examples include, but are not limited to, the following:
  - 1) After receiving information directly from the arresting officer that the subject being committed may possibly be concealing weapons, drugs or contraband.
  - 2) Subject has a previous record of concealing contraband, weapons or drugs.
  - 3) Subject has previous or current charges involving drugs, weapons or smuggling.
  - 4) Any Work Release inmate removed from the program will be strip searched when the inmate returns to the Adult Detention Center.
- b. No person in custodial arrest for a traffic infraction, a Class 3 or Class 4 Misdemeanor or a violation of city, county or town ordinance, punishable by

no more than thirty (30) days in jail, will be strip searched unless there is reasonable cause to believe on the part of a law-enforcement officer that the individual is concealing a weapon.

- c. All strip searches will be conducted in a dignified manner and in a private setting.
- d. At no time will a deputy perform a strip search of an inmate of the opposite sex.
- e. All strip searches will be performed by a minimum of two (2) deputies.
- f. For additional information on cross gender strip searches, refer to General Order #503.8, Prison Rape Elimination Act (PREA).

10. Compass Full Body Scanning Device

1. Full body scanning is performed using the Adani ConPass Dual View Body Scanner for the purpose of detecting metallic and non-metallic threats.
  - a. Only trained staff shall be authorized to operate this body scanning device.
  - b. Scanning shall be performed by a trained operator of the same gender as the inmate to be scanned (Refer to G.O. 502.5 Searches.)
  - c. Scanning shall always be performed in a professional manner.
  - d. Body scanning is not a substitute for pat searches or strip searches.
  - e. Staff members and visitors shall not be scanned.
  - f. Any technical or mechanical issues with the scanning equipment shall be reported to a supervisor so contact can be made to technical support with the manufacturer.
2. Full body scanning shall be performed under the following circumstances:
  - a. Once an arrestee is committed to the custody of the Sheriff's Office, a committal search will be conducted. At the completion of the search and after the arrestee has changed into an institutional uniform, the arrestee will then proceed through the body scanner before entering the Intake area.
  - b. When an inmate in our custody returns from court in another jurisdiction.

- c. When an inmate from another jurisdiction is attending court in Loudoun County.
  - d. Anytime an inmate leaves the secure confines of our facility and has contact with the public.
  - e. On any classified inmate (as defined in G.O. 501, Inmate Classification) where there is a possibility that he/she may be concealing contraband or weapons in or on his/her person.
  - f. Other reasons not listed, after approval is received from a supervisor.
3. Before an inmate is scanned, the following questions will be asked:
- a. Do you have any body piercings?
  - b. Do you have any implants or prostheses?
  - c. If female, are you pregnant? Pregnant or possibly pregnant females will not be scanned. If the facility's medical provider determines that a female is not Pregnant, she will be scanned.
4. The operator shall instruct the inmate on the proper manner in which to enter the body scanner machine.
- a. The inmate will remain fully clothed with his/her footwear in hand when scanned.
  - b. The inmate will be instructed to stand still while the platform mechanically moves through the scanning portal.
  - c. The operator shall announce loudly "scanning" so staff in the immediate area can step outside the designated scanning area.
  - d. When scanning groups of inmates, at least one deputy shall be present to ensure contraband is not passed while the scanning is performed.
5. If contraband is discovered during a scan, a supervisor shall be notified immediately.
- a. The operator or supervisor will advise the inmate that the scanning system has recognized the presence of a foreign object/contraband on his/her person. The operator or supervisor will ask the inmate what he/she is concealing and if it can be removed.

- b. If the contraband can be removed, the inmate, in the privacy of a cell, will remove the foreign object/contraband in the presence of a deputy of the same gender.
  - c. If the contraband cannot be removed or if the inmate refuses to remove it, a strip search shall be conducted.
6. If a classified inmate refuses to be scanned, he/she will be in violation of Failure to Obey a Direct Order and will be charged accordingly. At that time, a strip search shall be conducted and any necessary precautions will be taken such as placing the inmate in a cell in Intake until he/she can be scanned.
7. If any incoming inmate refuses to be scanned, is under the influence of drugs or alcohol and not able to stand still during the scanning, or incapable of being scanned, the inmate will be placed in an Intake cell until such time as they can be scanned.
  - a. In these cases, once the inmate is classified and is still incapable or refuses to be scanned, a strip search shall be conducted.
8. All positive scans will be documented via an incident report.
9. The Administrative Lieutenant shall collect and maintain the following records for a minimum of five (5) years:
  - a. Each operator's training record. All operator-specific training for the body scanner machine will be maintained in the operator's training records.
  - b. Upgrades, modifications, maintenance and repair records (for the life of the system).
  - c. Records of radiation surveys.
  - d. Evidence to show the dose limits, inside and outside the isolation zone.
  - e. Date and method of disposal or transfer of the system.
  - f. All records reflecting compliance with all applicable regulatory requirements and radiation safety.
  - g. A complete and current set of operating procedures for the system.

10. Inmate exposure to screenings shall be in accordance with the recommendations of the device's manufacturer (ADANI) and ANSI/HPS Standard N43.17-2009.
  - a. The number of screenings received by an inmate shall not exceed 1,000 in 12 month period.

#### 11. Body-Cavity Searches

- a. At no time will a body-cavity search be conducted without a search warrant and prior approval by the Division Commander.
- b. A licensed physician will conduct all body-cavity searches in the presence of a deputy of the same sex as the person being examined.

#### 12. Reports

- a. All strip and/or cavity searches will be documented by completing an In-House Incident Report. This report will specifically detail the authorizing supervisor's justification to approve a strip or cavity search. Cavity searches will also require that an Incident Based Report (IBR) be completed.
- b. The Assistant Division Commander of Administration will maintain a separate file for completed records of all strips and/or cavity searches conducted by the Loudoun County Sheriff's Office Corrections/Court Services Division personnel.

#### B. Cell and Common Area Searches:

1. Each assigned squad will conduct a systematic and thorough search of one (1) housing unit per month.
  - a. The Assistant Division Commander of Confinement will direct that a schedule of searches be made to ensure all housing areas of the facility have been searched on a random basis at the beginning of every month, detailing which areas or housing units will be searched by which squad. The schedule will then be forwarded to the squad supervisors.
  - b. In the event a search of a housing unit is being performed by staff members of the opposite sex and inmates are in the showers, performing bodily functions, or changing clothing; staff will announce their presence prior to entering the housing unit.
  - c. The squad supervisors will determine the date and hour of the search.

- d. The squad supervisors will forward a report of the search to the shift supervisor when the search is complete. This report will be entered into the Offender Management System and will reflect the following information:
  - 1) Date and time of the search;
  - 2) Location of the search;
  - 3) Personnel participating;
  - 4) List of items found;
  - 5) Copies of Property Receipts for individual property placed in the Property Room;
  - 6) Any unusual circumstances or occurrences during the search;
  - 7) Any serious findings of security breaches will be brought to the Division Commander's attention immediately.

2. Search Procedure:

- a. A squad supervisor will advise the post deputy and Central Control staff of the upcoming search. Central Control staff will turn off water to the housing unit being searched until the conclusion of the search.
- b. All inmates in the area to be searched will be moved to another location as determined by the squad supervisor. Each inmate will be searched prior to exiting the housing unit.
- c. Each deputy will have an assigned cell(s) or other area to search and will concentrate his or her efforts on that area.
- d. The deputy conducting the search will complete a thorough, systematic, and complete search of that area, making sure to move systematically from one location to another within that area.
- e. When the search is complete, property is to be placed on the inmate's bunk as neatly as possible. Staff will take care not to damage any inmate's personal property.
- f. The deputy conducting the search will document the type, location, quantity of contraband found, and the disposition of the item(s). This will be



forwarded to a squad supervisor at the end of the operation to be included in the report. Refer to General Order # 502.7, Contraband Control.

- g. Any items considered to be a security threat will be brought to the attention of the squad supervisor immediately.
- h. The deputy finding the contraband items will complete a Property Receipt for any personal property that is to be placed in the property room. These receipts will be forwarded to the squad supervisor at the end of the operation. A copy of the Property Receipt(s) will be included in the final report and a copy will be given to the inmate from whom the property was taken.
- i. Items altered, or being used in a way other than intended, will be removed and/or destroyed immediately. Personal items in excess will be removed and placed in the inmate's property, logged into the Offender Management System and a signed receipt placed into the inmate's record.
- j. For a current list of allowable items and quantities, refer to the Inmate Handbook.
- k. All locking devices and security items will be tested at this time. All cell doors shall be opened, closed, and tested to verify that they lock securely.
- l. Inmates will be searched prior to returning to their housing unit.

C. Searches of Delivery Items

- 1. Any staff receiving delivered items will systematically and thoroughly open, and search each item received. The item is to be opened immediately upon receipt, and either relocated to the appropriate storage location or delivered to the appropriate persons. Any item that would be considered a threat to the safety and security of the facility is not to be stored within the secure perimeter of the facility.
- 2. Any package that has been received and searched by civilian staff, the package will be searched again for contraband by security staff prior to entering the secure confines of the facility.
- 3. The packing slip will then be located and removed from the package; this will act as a guide to ensure all items are accounted for. Once all the items are accounted for, the security staff member completing the inventory of the package will legibly sign the packing slip and forward it to the Financial Accounts Assistant for payment.
- 4. Any item(s) found not to be property of the Adult Detention Center will be returned to the sender, or items considered contraband will be removed from the

secure area of the facility and delivered to the Administrative Support Supervisor for action.

5. These types of deliveries are to include, but are not limited to, UPS, FedEx, US Postal Mail, Virginia State Warehouse Orders, and any other delivery to the facility.

DOC STANDARD #

6VAC15-40-710: Admitting Individuals into Jail

Written policy, procedure and practice for admitting individuals into the jail shall address the following:

1. Verification of commitment;
2. Complete search of the individual and his possessions;
3. Dispositions of clothing and personal possessions;
4. Interview for obtaining identifying data;
5. Photograph; and
6. Telephone calls.

6VAC15-40-910. Searches of facility and inmates.

Written policy, procedure, and practice provide for searches of facilities and inmates to control contraband and provide for the disposition of contraband. A schedule of searches shall be developed to ensure all housing areas of the facility have been searched on a random, but at least quarterly, basis. These procedures are not made available to inmates.

6VAC15-40-920. Contraband.

The facility shall have a policy regarding the control of contraband. The policy shall be available to inmates via the inmate handbook or orientation.

PREA STANDARD #

**§ 115.15 Limits to cross-gender viewing and searches.**

The facility shall not conduct cross-gender strip searches or cross-gender visual body cavity searches (meaning a search of the anal or genital opening) except in exigent circumstances or when performed by medical practitioners.

As of August 20, 2015, or August 20, 2017 for a facility whose rated capacity does not exceed 50 inmates, the facility shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female inmates.

The facility shall implement policies and procedures that enable inmates to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Such policies and procedures shall require staff of the opposite gender to announce their presence when entering an inmate housing unit.

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.