

WEBER COUNTY CORRECTIONAL FACILITY

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SECURITY AND CONTROL

Chapter

JF 12 - FACILITY SHAKEDOWN

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JF 12/01.00 **GENERAL**

JF 12/01.01 **Purpose**

- A. The purpose of this chapter is to provide policy, procedures, and requirements for searches and shakedowns of inmate living areas.
- B. This chapter shall specifically provide:
 - 1. search objectives;
 - 2. the procedure for searching an inmate's living area, common area, and the inmate assigned to that specific area;
 - 3. documentation procedures;
 - 4. secondary objectives of the search;
 - 5. conduct of the officers during the search; and
 - 6. follow-up actions to be taken.

JF 12/01.02 **Cross Reference**

JF 12/01.03 **Definitions**

common areas	the area surrounding an inmate's living quarters
IDP	Inmate Disciplinary Problems
inmate living quarters	the cell an inmate is assigned to live in
inventory sheet	an itemized sheet listing inmate property confiscated by WCCF staff
shakedown	for purpose of this chapter, refers to search of inmate's living area, common areas, etc.
point man	an inmate or inmates whose specific job is to keep watch and alert other inmates to the approach of staff in order to avoid detection
WCCF	Weber County Correctional Facility

JF 12/02.00 **SHAKEDOWNS/ CELL SEARCHES**

JF 12/02.01 **Policy**

It is the policy of the Weber County Correctional Facility that:

- A. cell shakedowns shall be conducted on a frequent, but irregular basis;
- B. cell searches shall be systematic, thorough and well documented;
- C. shakedowns may be limited, impromptu searches, or more carefully planned and executed efforts; and
- D. whenever possible, shakedowns shall be conducted with sufficient planning and staff to ensure an effective, thorough effort.

JF 12/02.02 **Rationale**

- A. Shakedowns are one of the critical methods employed to further the facility's legitimate safety, security, management, and control interests.
- B. The levels of management, control, security, and safety are directly related to the quality of the shakedowns conducted.
- C. Professionally conducted shakedowns are more likely to discover hidden contraband and serve the facility's security needs.
- D. Searches must be conducted frequently and without warning to substantially limit the willingness of inmates to risk carrying and using contraband.
- E. No matter how thoroughly incoming inmates are searched, ways are found to smuggle or manufacture weapons and other contraband. Other problems shall also occur such as escape efforts, vandalism of cells, etc.

JF 12/02.03 **Procedure: Shakedown Objectives**

- A. **Primary Objectives**
 - 1. The primary objectives of a shakedown are maintenance of security, inmate and staff safety, control of contraband and prevention of escape.
 - 2. To accomplish these goals, staff members specifically search for any type of contraband including:
 - a. weapons;
 - b. evidence of escape attempts;

- c. drugs;
- d. alcohol;
- e. tobacco; or
- f. other unauthorized items.

B. Secondary Objectives

Shakedowns also have secondary objectives which include:

- 1. discovery of destruction of county property by inmates;
- 2. violations of inmate rules and regulations;
- 3. discovery of health or safety hazards;
- 4. finding malfunctioning equipment, lighting, plumbing; and
- 5. putting inmates on notice that improper activities are subject to discovery.

C. Determining Objectives

- 1. Searches shall be conducted routinely to demonstrate to inmates the diligent attention of staff in meeting the primary and secondary goals of shakedowns.
- 2. In addition to routine shakedowns, searches may be conducted whenever an inmate's behavior or other circumstances indicate contraband may be present or a breach of security may exist. Examples include, but are not limited to:
 - a. smell of marijuana, home brew, alcoholic beverages, or cigarette smoke;
 - b. actions of an inmate which may indicate he may be trying to hide something;
 - c. a point man being present; or
 - d. some physical item of interest, such as a covered windows, etc.

- A. Cell searches should be conducted routinely as a part of the WCCF security function.
- B. The schedule and objectives may vary depending upon whether the shakedown is prompted by knowledge or suspicions of specific security problems or is a part of the normal search routine.
- C. While searches would ordinarily involve all cells in a block, searches involving a limited number of cells might be appropriate, depending on the objectives of the search.
- D. To increase the effectiveness of the search, whenever possible, one or more of the following tools should be used to aid staff conducting the search:
 - 1. A flashlight used to look in dark areas of lockers, cracks and crevices, and under items of furniture;
 - 2. Screwdrivers (both regular and phillips) used to examine TV's and other electronic equipment, remove covers from switch plates, and dismantle other items; and
 - 3. Mirrors used to look under the rim of the toilet and to view other hard-to-get-at areas.

JF 12/02.05 **Procedure: Unplanned Searches**

- A. Unplanned searches may be conducted at any time an inmate's behavior or other circumstances indicate the possible presence of contraband, a breach of security, or a management and control problem.
- B. Impromptu searches may also be conducted as a message to inmates that searches are an ever-present possibility.

JF 12/02.06 **Procedure: Handling Inmates Prior to and During Shakedowns**

- A. Officers may strip search inmates anytime to further legitimate WCCF interests.
 - 1. Refusal of an inmate to submit to a search is a violation of WCCF rules.
 - 2. Inmates may be forcibly searched at the direction of the supervisor.
- B. Following a strip search, the inmate may be restrained, if appropriate, and moved to a secure area while the living area is being searched. An empty cell, or other appropriate holding areas may be used.

- C. Inmates who appear to be intoxicated or who present a safety risk due to their attitude or demeanor should be left secured in their living areas until sufficient personnel can be summoned to control the situation and conduct the search safely.
- D. Inmates shall not be returned to their living areas until after the search is complete.
- E. To prevent the possible passing of contraband to another housing unit and to minimize further opportunity to conceal contraband, inmates should be searched prior to removal from their cell and/or housing unit.
- F. Searches of common areas and inmate living quarters should be conducted out of the sight of inmates when possible.

JF 12/02.07 **Procedure: Search Teams**

- A. Generally, it is advisable for more than one officer to be present during a cell search to ensure greater safety, to protect the officer from allegations of theft, to permit greater efficiency, and ensure better documentation.
- B. An officer may shakedown a cell or an area without assistance when the need arises; however, care should be taken to ensure that the officer is not outnumbered nor endangered by hostile inmates in the area.
 - 1. The officer should be familiar with the inmates present and should be reasonably certain that they are not under the influence of drugs, alcohol, or solvents prior to attempting a shakedown, particularly if alone.
 - 2. If there is any doubt as to the officer's safety, the search should be postponed until it can be conducted more safely.
- C. Documentation of the search should include:
 - 1. Date and time of the search;
 - 2. Names of officers involved;
 - 3. Description and location of each item of contraband found;
 - 4. A description of damage, vandalism or other problems noted; and
 - 5. Any other relevant information developed during the search.

JF 12/02.08 **Procedure: Mechanics of Search**

- A. The living area should be searched in a systematic manner.
 - 1. Upon entering the living area, the officer should stand for a few seconds to observe the general layout and contents of the living area and note anything out of the ordinary. When two officers are involved in the search, one should search while one documents the search.
 - 2. The searching officer should go through the cell contents, item by item, working his way around the cell.
 - 3. Care should be taken not to skip or overlook items for search.
- B. Any clothing lying or hanging in the living area should be searched and any clothing in excess of the allowed issue should be confiscated.
- C. Blankets, mattress cover, and mattress should be examined and removed from the bed frame.
 - 1. Nothing shall be stored under the mattress.
 - 2. The mattress should be examined the mattress for tears, split seams, or cuts, as they may be used to hide contraband.
 - 3. The mattress should be felt to locate any objects hidden in the padding. If possible openings should be visually inspected prior to placing hands inside.
- D. Toilets and sinks should be examined inside and out, checking inside faucets and drains.
- E. Contraband may be hanging outside of the cell wall in ventilator grills by a thread or string. Anything blocking or covering grills or light fixtures should be removed.
- F. Books should be examined carefully.
 - 1. Razor blades, hacksaw blades, and other flat items may be hidden in books.
 - 2. Books may be cut out to hide contraband.
 - 3. Excess books should be removed from living area.
- G. All letters, envelopes, toilet paper rolls, soap, cards, commissary, and other miscellaneous items should be examined.

1. Legal or other privileged mail may not be read.
 2. Rolled newspapers or magazines may contain contraband and shall be confiscated.
- H. Top of mounted shelf, door tracks, crossbars and ledges should be checked.
- I. Any damage, saw marks, or other evidence of escape attempts or sabotage should be checked.
1. The bars may be tapped with a mallet or other object to determine if bars have been cut.
 2. If the bars have been cut, even part of the way through, the bars will give off a different sound.
- J. Areas in and around equipment and furniture should be searched very carefully. All items in a cell shall be available to search.
- K. Contraband may be taped to the bottom of containers, stools, bunks, etc.
- L. Officers should make a reasonable effort to leave the area as it was found. Care should be taken to avoid damaging property or disturbing the cell unnecessarily.
- M. Removed and inspected bedding should be left loosely folded on the inmates mattress.

JF 12/02.09 **Procedure: Areas Requiring Special Attention**

- A. Inmates have excessive time on their hands, use great imagination and have plenty of incentive to manufacture, use and hide contraband.
- B. The following are areas in which contraband may be hidden:
1. Between fluorescent light fixtures and ceilings;
 2. Plumbing tunnels, vents, and shelves;
 3. Between trash liner and the trash can;
 4. The bottom of trash cans;
 5. False bottoms in trash cans;
 6. Top of grating bars;

7. End of tiers in holes and cracks;
8. Outside of end windows;
9. Tape in corners painted the same color as the walls;
10. Bottoms of gratings;
11. False compartments;
12. Hollow heels on shoes;
13. Inside envelopes in a stack of numerous letters;
14. Inside deodorant container;
15. Inside dirty clothes;
16. On the back of pictures on walls;
17. In cracks or holes in walls;
18. Inside mattress and/or pillow;
19. Inside electronic appliances (e.g., radio);
20. Strings or wires that go behind sinks and toilets or out of windows;
21. Behind walls on which sinks are mounted; and
22. Mop handles, mops, under buckets, in wax and water.

JF 12/02.10 **Procedure: Seizure and Handling of Contraband**

- A. Any item not specifically approved to be in the possession of the inmate or inmates being searched shall be considered contraband.
- B. Contraband shall also include:
 1. approved items which have been altered to change use, create hidden compartments, create a weapon, etc; or
 2. approved items in quantities greater than permitted.
- C. Any contraband discovered shall be confiscated; likewise, any item which is not reasonably searchable, or may contain contraband should be confiscated.

- D. Items found shall be confiscated if the inmate refuses to permit, or attempts to prevent, its search.
- E. Items for which ownership is in question shall be seized until ownership can be established. If theft is involved, disciplinary action and criminal charges should be pursued.
- F. All items confiscated from an inmate shall be listed on an inventory sheet and a copy given to the inmate (unless excess WCCF property).
 - 1. It is particularly important to document items of value with a description and, if available, a serial number.
 - 2. It is the responsibility of the officer confiscating an item to see that it is inventoried and properly secured in the designated area.
- G. Contraband items which may be used as evidence in a criminal prosecution should be processed as evidence.
- H. Items which should be processed as evidence shall include:
 - 1. money;
 - 2. weapons (guns, clubs, knives, etc.);
 - 3. escape materials (maps, notes, hacksaw blades, etc.); and
 - 4. unauthorized drugs or drug paraphernalia (pot pipes, roach clips, syringes, etc.)
- I. In some cases, property may be improperly seized from an inmate. Such items should be returned within 14 days of a determination that the items can legitimately be possessed by the inmate, if:
 - 1. ownership has been established;
 - 2. any associated disciplinary or other actions have been resolved and the property has been released by proper supervisory authority; and
 - 3. the items can be possessed in the inmate's present housing and classification assignment.
- J. Money shall be credited to the inmate's account when it is no longer considered evidence.

- K. Electronic appliances (e.g. radios) that are confiscated and are not on the inmate's property list shall be turned over to the Lieutenant for disposition.
- L. Medical supplies, medication, braces, or other equipment, if not left in the possession of the inmate, shall be tagged or otherwise identified by the inmate name and I.D. number and returned to the medical services area of WCCF.
- M. Excess clothing, bedding or WCCF books should not be held for evidence for IDP's unless destruction or tampering is charged.
- N. Contraband from each cell should be placed in a trash bag or manila envelope and labeled showing date, housing area, cell, and IDP# if applicable.
- O. All labeled contraband containers should be given to the Operations Lieutenant or as directed by the supervisor in charge.