


Chapter:	Searches and Contraband	Classification:	Public Document
Subject:	Searches – General Requirements		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

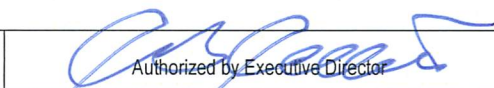
1.1 Searches will be conducted as necessary to ensure the safety and security of the correctional facility, staff, offenders and the community.

2. Authority

2.1 The authority and requirements for conducting searches is derived from Sections 49(a) and 60 to 64 of the *Correctional Services Act* and Sections 64 to 68 of the *Correctional Services Regulations*.


3. Guidelines

- 3.1 Searches will be conducted to
- 3.1.1 detect and prevent the introduction of contraband into the correctional facility
 - 3.1.2 detect and prevent contraband from being received by an offender during an escort outside the correctional facility
 - 3.1.3 prevent contraband from moving throughout the facility
 - 3.1.4 recover missing or stolen items
 - 3.1.5 discourage theft
 - 3.1.6 prevent escapes and other disturbances
- 3.2 Searches may be of any offender or other person, property or area in or on a correctional facility, or of an offender in transit to or from a correctional facility or an offender being escorted in the community, and will be conducted during the following circumstances
- 3.2.1 routinely as required for safety and security purposes
 - 3.2.2 where an offender has been admitted to a correctional facility
 - 3.2.3 where there are reasonable grounds to believe a person or property is carrying or contains contraband
 - 3.2.4 where an offender has been in a place where there was likelihood of access to contraband that is capable of being hidden on the body

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4. Search Documentation

- 4.1 A search log or record will be completed and signed by the staff involved in the search as well as the superintendent or designate as indicated in the Standard Operating Procedure (SOP).
- 4.2 Information to be recorded includes
 - 4.2.1 the date/time of the search
 - 4.2.2 search method
 - 4.2.3 full name of the offender searched, or areas/property/vehicles searched
 - 4.2.4 full names of the staff participating
 - 4.2.5 the reason for the search
 - 4.2.6 a description of any contraband articles, the place where each was found, the disposition of the articles and the name of the person, if any, in possession of or the owner of the contraband
 - 4.2.7 a description of any property damaged during a search
 - 4.2.8 a statement of procedure followed respecting continuity of evidence
- 4.3 When completing routine searches of incoming personal property, the fact that the property has been searched, and the full name of the individual completing the search will be noted on the personal property declaration form.
- 4.4 In accordance with Policy and Procedure, Subject No. 37.14.00, [Offender Communication](#), routine inspection of mail will be recorded in the incoming/outgoing mail log.
- 4.5 Where contraband may be required as evidence in a legal proceeding the superintendent or delegate will ensure the contraband is processed in accordance with Policy and Procedures, Subject No. 39.09.00, [Continuity of Evidence](#).

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5. Superintendent’s Responsibilities

- 5.1 The superintendent may authorize a search, in accordance with Section 60 of the *Correctional Services Act* and Section 67 of the *Correctional Services Regulations*, at any time.
- 5.2 In accordance with 5.1, the superintendent will include in local SOP delegations of authority authorizing searches appropriate to the operation of the correctional facility, including requirements for reasonable cause to believe that an increased risk to persons, the security of the correctional facility or the public exists.
- 5.3 The superintendent will include in local SOP additional requirements for searches including
 - 5.3.1 specific procedures
 - 5.3.2 schedules
 - 5.3.3 staffing
 - 5.3.4 locations
 - 5.3.5 circumstances
 - 5.3.6 documentation
 - 5.3.7 supervision of searches
 - 5.3.8 any other requirements
- 5.4 The superintendent will ensure staff required to do searches are appropriately trained.


6. Search Procedures

- 6.1 Searches will be conducted in accordance with the methods and requirements set out in approved Correctional Services Division training.

7. Search Equipment

- 7.1 Each facility will maintain a “search kit” at a minimum, consisting of
 - 7.1.1 a portable secure tool cabinet
 - 7.1.2 flashlight
 - 7.1.3 telescopic mirrors
 - 7.1.4 evidence bags

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- 7.1.5 multi-head screwdriver
- 7.1.6 metal probes
- 7.1.7 protective gloves
- 7.1.8 metal detectors

7.2 All correctional facilities will be equipped with a walk through metal detector.

7.3 Adult facilities will be supplied with a Whole Body Transmission X-Ray Scanning System (Body Scanner).

8. Staff Safety

8.1 Staff will conduct all searches in accordance with Policy and Procedures, Subject No. 46.12.00, [Infection Control](#), to ensure their personal safety and security.