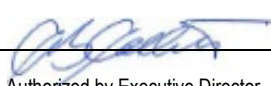


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## 1. Policy

- 1.1 Person searches of individuals in custody, staff, and visitors will be conducted in a manner that avoids unnecessary physical force in accordance with Policy and Procedures, Subject No. 37.16.00, [Use of Physical Force](#).
- 1.2 Person searches will be conducted in a manner respectful of the privacy and dignity of the person being searched and will be done in a manner that avoids unnecessary embarrassment to the person being searched.

## 2. Authority

- 2.1 The authority for person searches is derived from
  - 2.1.1 *Correctional Services Act*, section 61 and 62
  - 2.1.2 *Correctional Services Regulations*, section 64, 65 and 65 (A)


## 3. Workplace Violence Prevention Plan

- 3.1 This policy, in addition to any associated facility Standard Operating Procedures (SOP), is part of the Correctional Services Divisions overall workplace violence prevention plan as required by Section 7 of the *Violence in the Workplace Regulations*.

## 4. Definitions


- 4.1 **Witness:** correctional staff with approved training in search techniques, who observes and notes the process and outcome of a search being conducted by fellow correctional staff.
- 4.2 **Frisk Search:** is a hand search of a clothed person where the hands of the staff member are run over the clothing of the person.
- 4.3 **Pat Search:** is a hand search of a clothed person where the hands of the staff member are run over the clothing of the person, the person is required to raise, lower and open outer garments to permit visual inspection, and the person is required to open their mouth, run their fingers through their own hair, display the soles of the feet and present open hands.

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- 4.4 **Visual Body Search:** is when a person is required to undress and personally expose the external areas of body for visual inspection and the person's clothing will be closely examined and searched. At no time during the search is it necessary to touch the person to complete the search.
- 4.5 **Guided Removal of Clothing:** is a visual body search in which officers maintain physical control of an individual, through restraints and restraint techniques, while systematically removing an individual's clothing in accordance with Correctional Services Division training and under the direction of a supervisor.
- 4.6 **Hand-Held Detector Search:** is a search of a clothed person where an approved hand-held detector (portable scanning device) is run over the person in close proximity without touching the person. The search technique for the hand-held detector is the same as the frisk search, see Section 3.2 above.
- 4.7 **Walk Through Metal Detector Search:** is a search of a person, where the person is required to remove outer clothing, e.g., jacket or sweater, footwear, and metal objects, e.g., watch, belts, keys from pocket and slowly walk through the detector.
- 4.8 **Body Orifice Security Scanner (BOSS chair):** is a non-intrusive scanning system designed to detect small metallic objects such as mobile phones and weapons, concealed on individuals and within body cavities.
- 4.9 **Whole Body Transmission X-Ray Scanning System (Body Scanner):** the Body Scanner will be used by trained staff in accordance with Policy and Procedure, Subject No. 39.10.00, [Whole Body Transmission X-Ray Scanning System \(Body Scanner\)](#). It is a device that utilizes low doses of x-rays to scan through the body and produce a visual image (skeletal) on a monitor that can reveal items that are contained in clothing and within the body of the individual being scanned.

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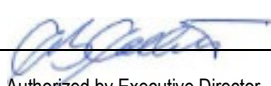
## 5. Minimum Requirements for Searches

- 5.1 The local SOP will not diminish the requirements found in *Correctional Services Act and Correctional Services Regulations*.
- 5.2 Specific requirements for frisk, pat and visual body searches will be included in local SOP.
- 5.3 The local SOP will be in accordance with this Policy, as well as Policy and Procedures, Subject No.
- 5.3.1 34.05.00, [Gender Diverse Persons in Custody](#)
  - 5.3.2 35.15.00, [Temporary Absences – Supervision](#)
  - 5.3.3 38.00.00, [Admission to a Correctional Facility](#)
  - 5.3.4 39.10.00, [Whole Body Transmission X-Ray Scanning System \(Body Scanner\)](#)
  - 5.3.5 40.00.00, [Security Escorts Outside a Correctional Facility](#)
- 5.4 The local SOP will address the operational requirements of the correctional facility considering the gender, type, and security level of the correctional facility, and of the adult or young persons housed in the correctional facility. This would include
- 5.4.1 admissions
  - 5.4.2 discharge
  - 5.4.3 visits
  - 5.4.4 after mass movements to and from meals, recreations, programs, work, and school
  - 5.4.5 after unsupervised movement

## 6. Staff Requirements for Searching of Persons

- 6.1 Staff will be trained in search procedures and search equipment before conducting or assisting in searches of individuals.
- 6.2 The safety and security of staff completing person searches, as well as the need to avoid situations that may initiate allegations of sexual or physical abuse, require strict adherence to the requirements outlined in this section.

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- 6.3 Frisk, pat, hand-held detector, body scanning and visual body searches will be conducted by a staff member and witnessed by a second staff member.
- 6.4 Frisk, pat and hand-held detector searches on male individuals may be conducted by any staff member trained in search procedures.
- 6.5 Frisk, pat and hand-held detector searches of female individuals will be conducted by female staff only.
- 6.6 Visual body searches of male and female individuals will be conducted by staff of the same gender as the individual.
- 6.7 Frisk, pat, hand-held detector, and visual body searches of trans and gender variant individuals will be completed in accordance with search procedures outlined in Policy & Procedures, Subject No. 34.05.00, [Gender Diverse Persons in Custody](#).
- 6.8 Staff acting as witnesses to frisk, pat, hand-held detector and visual body searches may be of any gender.
- 6.9 For frisk, pat and hand-held detector searches, the witness is to position themselves to observe the staff member completing the search and the individual being searched.
- 6.10 For visual body searches, the witness is to position themselves to observe the staff member completing the search. If the witness is not able to position themselves to avoid seeing the individual, the witness is to be the same gender as the individual.

## 7. Refusing to Comply with a Visual Body Search and/or Body Scan

- 7.1 When an individual in custody refuses to comply with a body visual search or body scan, the individual will be placed in high-risk safety protocol, see Policy and Procedure, Subject No. 39.11.00 [High Risk Safety Protocol \(HRSP\)](#).

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## 8. Guided Removal of Clothing

- 8.1 The superintendent, youth custody manager or deputy superintendent on call may only approve a guided removal of clothing when
- 8.1.1 an individual in custody refuses to comply with a body scan and visual body search, and
  - 8.1.2 alternate measures to address the security risk, such as close confinement or a high-risk admission protocol, have been exhausted.
- 8.2 The on-duty manager requesting the approval of a guided removal of clothing, will communicate in writing to the youth custody manager or deputy superintendent
- 8.2.1 name of the individual
  - 8.2.2 date and time of the guided removal of clothing is to occur or has occurred after approval
  - 8.2.3 alternate measures exhausted
  - 8.2.4 reason for requesting approval for approving the guided removal of clothing
- 8.3 An on-duty manager may direct a guided removal of clothing without the permission of the superintendent, youth custody manager or deputy superintendent on call where an imminent risk is identified as follows
- 8.3.1 Individual is in the possession of a weapon
  - 8.3.2 Individual is in possession of narcotics
  - 8.3.3 there is an imminent risk to life, i.e., individual is using clothing or bedding for the purpose of self-harm
- 8.4 Where an on-duty manager directs a guided removal of clothing without permission they will immediately inform the superintendent, youth custody manager or deputy superintendent on call via phone and in writing, see 8.2 above.

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## 9. Searches of Staff

9.1 When the superintendent or youth custody manager has reasonable cause to believe that a staff member is taking or attempting to bring contraband into or out of the correctional facility, they may authorize a search of the employee. In addition, the superintendent or youth custody manager will cause a complete investigation to be conducted. Criminal charges and/or disciplinary action, where indicated, may result.

## 10. Searches of Visitors

10.1 When the superintendent or youth custody manager has reasonable cause to believe that a visitor is taking or attempting to bring contraband into or out of the correctional facility, they may authorize a search of the visitor. The superintendent or youth custody manager will deny the visitor access to the correctional facility and its grounds should the visitor decline to be searched or if contraband is found on the visitor. A visitor may be asked to remain on the premises pending the arrival of police when criminal charges are indicated.

10.2 In all cases of searching visitors, the staff completing the search will explain the procedures to be employed prior to beginning the search.

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