

Chapter:	Searches and Contraband	Classification:	Public Document
Subject:	Searches of the Facility and Perimeter		
For:	Correctional Facilities	Authorized by Executive Director	

1. Policy

- 1.1 Searches of the physical plant of the facility and its perimeter will be conducted as necessary to ensure the safety and security of the facility, staff, individuals in custody and the community.

2. Workplace Violence Prevention Plan

- 2.1 This policy, in addition to any associated facility Standard Operating Procedures (SOP) is part of the Correctional Services Division's overall workplace violence prevention plan as required by section 7 of the Violence in the Workplace regulations.

3. Physical Plant Search

- 3.1 Superintendents will ensure that frequent area searches are conducted and recorded, and that any area in the facility where individuals in custody are not under constant supervision is searched during each one-month period. These searches will be recorded.
- 3.2 All areas to which individuals in custody have access will be searched at frequent and irregular intervals. These areas include
 - 3.2.1 cells
 - 3.2.2 living areas
 - 3.2.3 visiting rooms
 - 3.2.4 exercise and recreation areas
 - 3.2.5 program rooms
 - 3.2.6 stairways
 - 3.2.7 corridors
 - 3.2.8 washrooms
 - 3.2.9 shower areas
 - 3.2.10 shops
 - 3.2.11 classrooms
- 3.3 Local SOP will detail specific requirements for completing such searches.

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- 3.4 Searches of living areas and cells or rooms will be performed on unannounced and irregular schedules. Searching patterns, e.g., every Wednesday, 1000 hrs every morning, will be avoided. Searches will be conducted in an orderly and thorough manner by two staff, where possible. Local SOP will detail specific requirements for completing such searches.
- 3.5 Personal property will be respected and not wilfully discarded, broken or misplaced. The cell/room/bed area will be left as close as possible to its original condition or if not operationally feasible to do so at the very least in an organized state, e.g., bedding stacked on mattress, clean clothing stacked separately from dirty clothing.
- 3.6 In accordance with section 66 of the *Correctional Service Regulations*, the superintendent will inform an individual of any seizure of or damage to their property rising from a search conducted without the knowledge of the individual in custody.
- 3.7 There will be a complete search and inspection of each room/cell
 - 3.7.1 before it is assigned or re-assigned
 - 3.7.2 prior to any individual being discharged/relocated.

4. Perimeter Search

- 4.1 All outside areas of the facility will be searched diligently for contraband. The frequency and justification for such searches will be detailed in SOP.
- 4.2 Secure, enclosed, outside recreation yards will be searched prior to each scheduled recreation period.
- 4.3 Unsecured, open recreation areas will be searched as detailed in SOP.

5. Search of Mail

- 5.1 Refer to Policy and Procedures, Subject 37.14.00, [Communication](#).

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