



## INMATE SEARCHES

### POLICY.

It is the policy of the Adult Jail (AJ) for staff to search all inmates to prevent a flow of contraband into, within, or out of the jail. Corrections staff will use the appropriate search type for the situation to deter and detect the introduction, possession, and transfer of contraband. Inmate searches will help ensure the safety and security of jail staff, inmates, and the public.

### PURPOSE.

This policy gives staff specific guidelines on the various types of inmate searches and the conditions for their use.

### OREGON JAIL STANDARDS:

- B-103 Initial Search of Arrestees
- B-105 Receiving Females
- B-204 Female Inmates
- B-301 Contraband Control
- B-305 Arrestee Search Prior to Lodging
- E-303 Basis for Conducting Searches
- E-304 Scope of Intrusion and Justification
- E-305 Individualized Reasonable Suspicion Not Required
- E-306 Manner of Search
- E-307 Clothed Searches
- E-308 Unclothed and Visual Body Cavity Searches
- E-309 Intrusive Body-Cavity Searches
- E-310 Exigent Circumstances
- E-311 Frisk and Clothed Searches of Male Inmates by Females
- E-312 Unclothed Searches of Male Inmates by Females
- E-313 Male Searches of Female Inmates
- E-314 Documentation of Cross-Gender Unclothed Searches

### REFERENCES:

- United States Constitution, Fourth Amendment (Unreasonable searches and seizures)
- United States Constitution, Eight Amendment (Prohibition against cruel and unusual punishment)
- Title VII of the Civil Rights Act of 1964 (Equal employment opportunities)

- Oregon Constitution, Article I, Section 9 (Unreasonable searches and seizures)
- Oregon Constitution, Article I, Section 16 (Cruel and unusual punishment)
- ORS 162.185, Supplying Contraband
- ORS 169.076, Standards for Local Correctional Facilities

**DEFINITIONS:**

**Arrestee.** A person accused of a crime that has just entered the jail and is being held in the intake area. The arrestee has reasonable pretrial release options still available, so has not been dressed-in and lodged. It excludes a person coming in on a transport from another correctional facility.

**Body scanner.** The use of an x-ray whole body security screening system to detect contraband on or within a person.

**Clothed Search.** Touching or patting the subject's body over the subject's clothing in various ways to detect contraband in the clothing or on the body. It includes a careful manual search of the genital, anal, and female breast areas over the clothing for a thorough search. It also includes looking in a person's mouth, nose, ears, and other visible body cavities. Deputies may have the person remove outer garments that normally do not directly touch the skin, like shoes and vests. Refer to *Training Attachment II, Clothed Search*.

**Contraband.** 1) Controlled substances as defined in ORS 475.005. 2) Drug paraphernalia as defined by ORS 475.525. 3) Any currency possessed by or under the control of an inmate confined in a correctional facility. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person within. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) An item in excess of the authorized number.

**Corrections Supervisor.** A corrections sergeant, lieutenant, corrections captain, or Sheriff.

**Dangerous contraband.** Any item that is or can be used as a weapon, explosive, intoxicant, tobacco, escape or fire-starting device, money, drug or tattooing paraphernalia, gambling device or proceeds, or is an unauthorized medication or medication of another person.

**Digital Body Cavity Search.** A search performed by medically trained personnel, in which an inmate is required to remove his or her clothing, and a visual, manual and/or instrument inspection of an inmate's anal or vaginal cavity is made.

**Dry-Cell.** A level of supervision in which an inmate is placed on single cell occupancy status and the water to that cell (sink and toilet) is turned off. The length of time that the inmate is on dry-cell status, the inmate's feeding schedule, the frequency of security checks and any other supervision requirements will be determined by both corrections medical staff and the shift supervisor.

**Forced search.** The use of reasonable force by one or more deputies to restrain and control a non-compliant person and complete a clothed search. A forced search is a use of force event and a use of force report must be completed.

**Freestanding.** A frisk or clothed search position where an inmate stands erect with arms stretched out from the sides at shoulder height. The deputy does the search from behind. Used when an inmate is physically unable to stand in an off-balance position for a search, or instead of the off-balance position.

**Frisk Search.** Touching a person’s outer clothing in various ways to detect contraband in the clothing or on the body. Unless exigent circumstances exist, the deputy will be the same sex as the person being searched. The deputy will touch or pat the inmate’s body over their clothing in an attempt to detect contraband. This search includes a careful manual search of the genital, anal and breast areas over the inmate’s clothing. When a female deputy performs a frisk search on a male inmate they should avoid deliberate touching of the genital and anal area. The deputy will also look in a person’s mouth, nose, ears, and other visible body cavities. Frisk searches are also known as pat-down searches. Refer to *Training Attachment I, Frisk Search*.

**General Population.** Housing that allows inmates to mix with each other and have certain living area privileges. It is for maximum, medium, or minimum custody inmates that do not have needs or risks requiring segregation.

**Inmate.** A “dressed in” and lodged person held in the jail for arraignment, trial, or transfer. A person coming in on a transport for jail lodging. A person serving a sentence anywhere while in the custody of the Sheriff. It excludes an arrestee.

**In-Transit Inmate.** An inmate being transported from one place to another.

**Off-Balance.** A frisk or clothed search position where an inmate is leaning with their hands against a surface, face towards the surface, with the hands and feet spread wide apart. The deputy does the search from behind.

**Reasonable suspicion.** A conclusion using objective facts, common sense, and experience that a person is or may be carrying or concealing contraband or evidence, or may have a health condition needing medical intervention. Health conditions may include the known or suspected risk of being suicidal, risk of self-harm, carrying or having a highly infectious disease, vermin infestation, or other untreated medical condition that may put the health of the person or others in immediate jeopardy. Staff base reasonable suspicion on factors including but not limited to staff observations, statements from the person, other officers or witnesses, appearance, odor, conduct, current charge, institutional history and charge and conviction history. Appearance and conduct may include manner of dress, such as bulky or baggy clothing that can easily hide weapons or other contraband, apparent attempts to hide items or avoid scrutiny, or unusual movements.

**Transgender.** A person whose gender identity differs from their birth sex.

**Unclothed Search.** Unclothed searches are defined as searches that involve the visual inspection of a disrobed subject or a subject wearing only undergarments. Also known as a visual

body cavity search or strip search. Unclothed searches include a visual examination of the person's entire body, all body cavities, including the genitals and anus, and may require the person to move or lift their genitals and to bend over and cough. The person's genitals, buttocks, anus, or breasts are not touched in any manner during the search. An unclothed search also includes the touching and visual inspection of the person's clothing and any items in possession of the inmate at the time of the search. Refer to *Training Attachment III, Unclothed Search*.

**Universal Precautions.** The treating of all human blood and bodily fluids as if they are known to be infectious or carry a blood borne pathogen. It is a method of infection control that helps reduce the risk of occupational exposure to potentially infectious materials.

### **SECTION A: INITIAL SEARCH PROCEDURES**

- A-1. Purpose of Initial Search.** To provide a reasonable margin of safety during the booking process by disarming arrestees and detecting more easily discoverable items of contraband that could present an immediate threat to the safety and security of the jail. A lawful arrest establishes the authority to search. The safety of corrections deputies and the security of the facility depend upon ensuring that weapons and other contraband are intercepted at or before the arrestee's entry into the jail.
- A-2. Initial Search of Arrestees.** All arrestees entering the jail facility will receive an immediate initial frisk search in the pre-booking area. Deputies conducting the search must look for contraband and signs of medical or suicide problems that require intervention or follow-up. An unclothed search may be conducted if the factors in *Section A-5* are met.
- A-3. Gender of Searcher.** Normally, a deputy that is the same gender of the person being searched will do the search, unless the search involves a transgender, intersex, or non-binary arrestee. Each of these will be reviewed on a case-by-case basis by a supervisor who will determine the gender of the deputy who will conduct the search. During this type of search, the supervisor will also coordinate to have medical staff present when unclothed searches are required.

**Note:** This is based on controlling laws governing personal privacy rights; and females, as a class, having histories of significant sexual and physical abuse, who, if searched by males may experience psychologically debilitating reactions.

There are five exceptions to the same-gender search requirement:

- a. A female deputy may frisk search a male inmate. **Note:** This is based on controlling laws governing equal employment opportunities for female jail deputies and male privacy rights under the Oregon Constitution, which prohibit unclothed searches by female deputies.
- b. A supervisor identifies the gender of the deputy who will search a transgender, intersex or non-binary arrestee/inmate.

- c. If the inmate is wearing only underwear, a deputy of the same gender must perform the search unless section (b) above applies.
- d. Any deputy may search an arrestee in an emergency, such as during a mass arrest or in response to a large inmate disturbance.
- e. A deputy needs to take immediate action. For example, if staff suspect a noncompliant person is carrying contraband that could physically harm another person or aid in an imminent escape.

In the event an inmate becomes combative and reasonable force is required to control the inmate, deputies of a different gender may assist to bring the situation under control. In these circumstances, staff assisting or applying the force are not considered to be searching the person, but are applying force to gain control of the inmate in order to maintain jail safety and security and to reduce the risk of injuries.

**A-4. Searching Transgendered or Intersex Arrestees.** Jail staff should refer to arrestees in a way that aligns with the person's gender identity. For instance, if they identify as a female, staff will address them as female regardless of their genitalia or other information. When in doubt, referring to the person by their last name is always acceptable.

A person will not be unclothed searched solely for the purpose of determining their gender. Jail staff will choose a searcher based on the declared, known or suspected gender. If there is a question, jail staff shall ask the person for clarification.

A deputy that is the same sex as the inmate's identified gender, or as selected on the *Statement of Unclothed Search Preference for Transgender Inmate Form No. 476* will search the inmate except in the event of an emergency or exigent circumstance.

If a deputy begins a search of a transgender inmate, and becomes aware the inmate prefers and identifies with the opposite gender, the deputy must stop as soon as they are aware. The deputy will then notify a supervisor, consult the *Statement of Unclothed Search Preference for Transgender Inmate Form No. 476*, and have a deputy of the opposite, preferred sex finish the search.

Document the search in JMS and/or on *AJ Cross Gender Search Form No. 471*. Refer to *AJ Policy [CD-6-10, Transgender Inmates](#)*.

**A-5. Search Criteria at Pre-Booking.** During the admission process, deputies must not subject an arrestee brought to jail who still has reasonable release alternatives available to an unclothed and visual body cavity search unless the deputy has individualized reasonable suspicion the arrestee:

- a. May be in possession of a weapon, controlled substance, criminal evidence, or other contraband that would present a threat to the safety of staff or other person in the jail or to the security of the facility and could not be found with an less intrusive search;

- b. Has a health condition requiring immediate medical intervention, and a more intrusive search is required to confirm the information;
- c. Has a current arrest charge for a felony drug offense; or a violent or use-of-weapons felony crime;
- d. Has a history of a felony drug offense, or violent or use-of-weapons felony crime arrest within the past 10 years;
- e. Has a history of escape within the past 10 years.

**A-6. Determination for Move to General Population.** After completion of the booking paperwork, deputies will determine if the inmate meets the criteria for release prior to lodging. Inmates who meet criteria for release may not receive an unclothed search unless sufficient grounds for individual reasonable suspicion are present. See *Section A-5* of this policy.

### ***SECTION B: USING A BODY SCANNER***

**B-1. Authorized Users.** All staff operating a body scanner device will obtain formal training as provided from the manufacturer (or authorized trainer) and according to the information provided in the Operator’s Manual.

**B-2. Exposure Limits.** There is no limitation on the amount or number of x-ray exposures an inmate or arrestee can receive as long as it does not exceed the annual manufacturer’s recommended exposure limit of 125. The body scanner device records the number of exposures for each inmate.

**B-3. Special Health Considerations.** A body scanner will not be used on inmates currently undergoing chemo-therapy or radiation treatment, or deemed too medically fragile by medical staff. Inmates with insulin pumps, pacemakers or other sensitive medical devices may be excluded from the body scanner if determined to be at risk by medical staff.

**B-4. Pregnant Females.** A body scanner will not be used on pregnant females. If staff is unsure whether an inmate is pregnant they will verify pregnancy status with jail medical staff.

**B-5. Non-Ambulatory Inmates.** Inmates must be able to stand unassisted to be scanned. Considerations should be given to those with physical disabilities or intoxication that impedes their ability to stand stationary.

**B-6. Medical Uses.** The body scanner may not be used for medical purposes.

**B-7. Retention of Scans.**

- 1. Body scanner images will be stored on the machine as proof positive of a scan until a new image is created. A new image replaces the old image, with only one image stored for each inmate.

2. If scans indicate a person has concealed an item in or on their person, images may be retained in accordance with the capture and storage of evidence for possible disciplinary and/or legal actions.

**B-8. Inspection.** Radiation Protection Services staff from the Oregon Public Health Division will inspect the body scanner annually. Validation of machine registration will be posted on the machine. The administrative lieutenant will schedule this inspection.

**B-9. Search of Health Care Items.** Staff may use equipment, such as a metal detector, body scanner, or x-ray machine, to inspect casts, prosthetic devices, and other health care items. The Corrections Captain will approve the type of equipment used in searches. A medical provider must authorize the use of x-rays, except those related to a body scanner, for security purposes. Only health care or other specifically trained personnel will use medical equipment. Except in exigent circumstances, health care staff will examine or remove bandages as a part of a search.

**B-10. Unclothed Searches and Body Scans Based on Reasonable Suspicion.** An *arrestee* may not be unclothed searched or have their body scanned except based on individualized reasonable suspicion. When reasonable suspicion exists, deputies must document all factors that supported the decision to perform an unclothed search, including but not limited to the following factors:

- a. Current evidence that the person was or may have been in possession of drugs, weapons, or contraband at the time of arrest or in their criminal history
- b. The person's demeanor, conduct, and appearance, including odor, dress, and unusual statements, movements, or behaviors
- c. Deputies will also take into account any other information they may have that indicates the inmate may be attempting to hide or smuggle contraband
- d. Evidence that the person has a health condition needing medical intervention, including evidence that the person is suicidal or considering self-harm
- e. A current charge or significant criminal history of escape

**B-11. Unclothed Searches and Body Scans of Inmates During Dress-In.** Inmates who have exhausted all reasonable pretrial release options and will be lodged anywhere inside the jail must be unclothed searched and have their body scanned during dress-in. If a body scan is conducted in conjunction with an unclothed search, the deputy may forgo moving or lifting of the inmate's genitals and having them bend over and cough during the search.

A deputy will normally determine when an inmate has exhausted all reasonable pretrial release options, with input from a supervisor as needed.

**B-12. Body Scanning After an Inmate is Lodged.** An inmate may have their body scanned after being lodged if a deputy has reasonable suspicion the inmate is in possession of contraband that could not be found during a strip search, such as ingested contraband.

***SECTION C: SEARCH CRITERIA FROM BOOKING TO GENERAL POPULATION***

**C-1. Inmate Release Exhausted.** After the completion of the booking process and once reasonable release options are exhausted, the inmate will receive an unclothed visual search, a body scan and be lodged in the jail.

**C-2. Search Criteria to General Population.** Inmates will receive an unclothed search prior to being placed into general population when one of the following situations applies:

- a. Prior to lodging in the jail.
- b. Under remand from a court.
- c. The inmate is an in-transit hold.
- d. Transferred from another corrections facility.
- e. Transferred from the Oregon Department of Corrections or a federal law enforcement or corrections agency.
- f. Held for violation of probation or parole.

***SECTION D: GENERAL SEARCH GUIDELINES***

**D-1. Manner of Search.** The deputy conducting the search will provide an appropriate degree of privacy for searches that by their nature tend to be exceptionally embarrassing or humiliating; intrusive searches should be done in a manner that reasonably ensures that inmates being searched are observed only by:

- a. Staff members conducting or assisting with the search;
- b. Staff members working in the area; and
- c. Other inmates being searched at the same time.

**D-2. Authorized Searchers.** Only trained deputies will do frisk, clothed, and unclothed searches.

**D-3. Scope of Search.** Staff will conduct a search in an objective, professional, and dignified manner. The more a search intrudes on an inmate's privacy, the greater the obligation for staff to do the search in private. Staff will:

- a. Never make taunting, degrading, dehumanizing, or other inappropriate comments to inmates (during searches or at any time).
- b. Not use body searches of any type to punish, humiliate, or harass an inmate.
- c. Perform searches using generally accepted methods and appropriate search positions such as off-balance, freestanding or forced.



- d. Use the minimal level of force necessary to complete a search properly. Staff must maintain control of the inmate during a search for safety reasons.

**D-4. Universal Precautions.** Staff should protect themselves from the risks that result from the physical contact that is a necessary aspect of searches. Risks include assaults by inmates; exposure to contagious disease and vermin infestation; and skin punctures from needles hidden in clothing or other possessions. Refer to AJ Policy *MD-8, Bloodborne Pathogens Exposure*.

**D-5. Search Integrity.** While performing searches, staff must use caution to avoid mixing searched inmates and unsearched inmates or placing searched inmates back into an unsearched area.

**D-6. Non-Complaint Inmates.** If an inmate does not comply with search procedures, a supervisor may order an immediate search using force if there is reasonable suspicion to believe the person has contraband or a weapon that presents an imminent risk of injury.

Absent reasonable suspicion that justifies an immediate search, if an arrestee or inmate does not comply with strip search procedures, they may be placed in a dry-cell to give them an opportunity to cool down and comply with the search. After a reasonable cooling off period, a supervisor will again ask the inmate to submit to a search and warn them force will be used to complete the search if they do not submit. If they continue to refuse, the supervisor may authorize the use of force to complete the search.

If the inmate continues to be non-compliant, a supervisor may authorize their placement in the booking area, under dry-cell conditions, until the inmate complies. If the non-compliant inmate is at intake or dress-in, staff will follow procedures found in AJ Policies [CD-5-1 Intake and Booking](#) and [CD-5-2, Intake Screening](#).

## **SECTION E: SEARCH TYPES AND CRITERIA**

**E-1. Frisk Searches.** Deputies will perform frisk search at pre-booking, of a person primarily as a quick check to see if the person is carrying a weapon, escape device, drugs, or other immediately harmful contraband. Staff will frisk search an inmate:

- a. When taking custody of a restrained arrestee at intake.
- b. At random, whenever the inmate enters or leaves a housing unit.
- c. At random when the inmate is performing inmate worker duties.
- d. At random when the inmate is on a self-escort movement.
- e. At random when entering or leaving program areas and the medical unit.
- f. If there is reasonable suspicion the inmate is carrying contraband.

**E-2. Clothed Searches.** All inmates are subject to clothed searches at any time during their incarceration, such as:

- a. After removing an arrestee's restraints in Pre-booking.
- b. Before placing an inmate in a holding cell in Booking.
- c. Before and after court transports.
- d. Before a contact visit.
- e. If any reason to believe inmate is in possession of contraband.
- f. As part of security search of an inmate's cell or sleeping area.
- g. At random, whenever the inmate enters or leaves a housing unit.
- h. At random when the inmate is performing inmate worker duties.
- i. At random when the inmate is on a self-escort movement.
- j. At random when entering or leaving program areas and the medical unit.
- k. On a routine, selective, and/or random basis.
- l. Entering, leaving or returning to the facility.

**E-3. Unclothed Searches – General Population Inmate.** Inmates that have been in the custody of the jail will receive an unclothed body search:

- a. After the completion of the booking paperwork and prior to placement in general population.
- b. Upon returning from inmate worker assignments, or other activities that provide an opportunity for inmate to introduce or transport contraband.
- c. If dangerous contraband is found in the inmate's cell or bunk area.
- d. Upon assignment or leaving segregation housing or other restricted area.
- e. When leaving for or returning from an activity or area that gives the inmate an opportunity to introduce or transport contraband. Examples include outside health care appointments, outside work details, and access to tool and material areas.
- f. Upon returning from a contact visit.
- g. At random when transporting inmates.
- h. At random when the inmate is performing inmate worker duties.
- i. At random when the inmate is on a self-escort movement.
- j. At random when entering or leaving housing units, program, or medical unit.
- k. At random as a part of a cell shakedown.
- l. When staff reasonably believe an inmate is in possession of contraband, using drugs, or is concealing a medical problem that may need treatment.

- E-4. Contraband During Search.** In the event staff discovers contraband in a body cavity during an unclothed search, the deputy will contact medical staff, or ask the inmate, if appropriate, to remove the items from the body cavity unless there is a clear exigent circumstance that requires immediate action.
- E-5. Digital Body Cavity Searches.** If staff has reasonable suspicion to believe an inmate (or arrestee) is concealing contraband in a body cavity, a corrections supervisor may authorize the inmate to be transported to a hospital or medical clinic for outside health care staff to do a digital body cavity search. If the inmate refuses to the digital body cavity search, a warrant must be obtained prior to the transport. Ingested contraband is a health risk and inmates will be transported to a hospital or medical clinic for appropriate medical procedures. Deputies will place the arrestee or inmate in a dry-cell and handcuff if necessary pending the search.
- a. Only health care or other medically trained personnel will conduct a gloved-finger or instrument inspection of a body cavity.
  - b. A physician or nurse practitioner must authorize the use of x-rays or surgical instruments like an anal scope or vaginal speculum.
  - c. A deputy that is the same sex as the inmate must be present during the search.
- E-6. Ingested Contraband.** If staff has reasonable suspicion that an inmate/arrestee has ingested dangerous contraband, they will contact 9-1-1 Dispatch for an emergency medical response. Staff will also contact a shift supervisor and medical staff.
- A shift supervisor may direct a deputy to do the following:
- a. Scan the inmate with the body scanner.
  - b. Transport the inmate to the hospital if there is an immediate risk to their health or safety or if something is found inside the inmate's body via the body scanner. (The shift supervisor and medical staff will determine this need.)
  - c. In cases where the ingested contraband is not potentially life threatening, the supervisor may direct the inmate be moved to a dry-cell on a constant, special watch until the inmate is able to produce the contraband. (The dry cell should be in the medical observation unit or intake area.)
  - d. The deputy on the special watch will be the same gender as the inmate, unless otherwise directed by a supervisor. The deputy will observe the person when they urinate, have a bowel movement, or vomit. They will use a bedpan or other appropriate container for collecting the bodily substances. The deputy will inspect the substances to locate the suspected contraband.
  - e. The shift supervisor will decide when to take the inmate off special watch if they have not produced the suspected contraband.

- E-7. Random Searches.** Supervisors will have deputies do random frisk, clothed, and unclothed searches as a routine part of their duties. Deputies will keep search patterns unpredictable. Supervisors may have deputies track random inmate searches in a manner similar to random and routine area searches under AJ Policy [CD-8-8, Contraband Control and Searches.](#)

***SECTION F: SEARCH DOCUMENTATION***

- F-1. Search Documentation.** All deputies performing a search on an inmate during the initial custody assessment will document the search on the appropriate form in the Jail Management System (JMS). The name of the inmate, the type of search conducted, and the name of the person(s) who conducted the search must be included on the appropriate form. If a body scan or an unclothed search is performed on an inmate prior to being lodged in general population (includes segregation), deputies will complete the appropriate form and the name of the person(s) who conducted the search.
- F-2. Cross-Gender Unclothed Search Documentation.** Deputies performing a cross-gender unclothed search will complete the *Cross-Gender Search Form No. 471* that includes the name of inmate being searched, deputies participating in the search, date, time and location of the search, justification of the search, type of search, whether force was used, what contraband (if any) was found, and other significant factors.

**F-3. Type of Search and Documentation and Method.** All deputies performing a search on an arrestee or inmate will complete the proper documentation as listed below.

<b>Table 1. Search Documentation Requirements</b>	
<b>Type of Search</b>	<b>Documentation Method</b>
Any search of a female inmate by a male deputy	Jail Management System (JMS) and AJ Form Nos. 473 or 470 and Incident Supervisor Report. <i>Cross-Gender Search Form No.471</i> (Including reason and person performing the search).
A Clothed or Unclothed Search of a male inmate by a female deputy	JMS, <i>AJ Frisk, Clothed, Unclothed Search Form No. 473</i> or <i>Screening &amp; Unclothed Search at Booking Form 470</i> and Incident Supervisor Report, <i>AJ Cross-Gender Search Form 471</i>
Frisk, Clothed or Unclothed Search at Pre-Booking	<i>AJ Frisk, Clothed, or Unclothed at Pre-Booking Form No. 473</i> and/or in the Jail Management System (JMS).
Screening for Unclothed Search	<i>AJ Unclothed Search Form No. 470</i> and/or in the Jail Management System (JMS).
Clothed Search for General Population Inmates.	No documentation required unless specified by supervisor or orders, or unless search by opposite sex requiring documentation.
Unclothed Search for General Population Inmates	Jail Management System (JMS) and <i>AJ Unclothed Search for General Population Inmates Form No. 472.</i>
Digital body cavity search	Jail Incident Report and Incident Supervisor Report in the Jail Management System (JMS).
Cross-Gender Unclothed Search	<i>AJ Cross-Gender Search Form No. 471</i> and Incident Supervisor Report in the Jail Management System (JMS).
Transgender Unclothed Search (Consult <i>The Statement of Unclothed Search Preference for Transgender Inmates Form No. 476</i> )	Jail Management System (JMS) and/or <i>Unclothed Search at Booking Form No. 470</i> and/or <i>Unclothed Search for General Population Inmates Form No. 472</i>
Body Scan	Jail Management System (JMS) – search type “Body Scan” and incident report if contraband is found.

**F-4. Documenting Found Contraband.** Deputies will document contraband they find during an inmate search on a JMS jail incident report. AJ Policy [CD-5-4, Inmate Property](#), covers procedures to follow if deputies find contraband at intake.

**F-5. Handling Found Contraband.** Deputies will handle, dispose of, and store the contraband they find according to AJ Policies [CD-6-3, Rules and Discipline](#); [CD-8-8, Contraband](#)

[Control and Searches](#); and [CD-8-17, Criminal Acts](#) (if the contraband is criminal evidence.)

**F-6. Discipline for Contraband.** Staff will discipline inmates they find with contraband on or in their bodies according to AJ Policy [CD-6-3, Rules and Discipline](#).

**FORMS USED:**

- *Custody Intake Information Form No. 307*
- *Screening and Unclothed Search at Booking Initial Custody Housing Form No. 470*
- *Cross Gender Unclothed Search Form No. 471*
- *Unclothed Search for General Population Form No. 472*
- *Frisk Clothed or Unclothed Search at Pre-Booking Computer Entry - Form No. 473*
- *The Statement of Unclothed Search Preference for Transgender Inmates Form No. 476*
- *Attachment - Training Order No. 1 - Frisk Search*
- *Attachment - Training Order No. 2 - Clothed Search*
- *Attachment - Training Order No. 3 - Unclothed Search*

**Attachment: Training Order I**

**Frisk searches will be conducted in the following professional manner:**

1. Inform the inmate that they are going to be searched.
2. [REDACTED]  
[REDACTED]  
[REDACTED]
3. Empty all pockets and remove any coats, hats, or other outer clothing items.
4. [REDACTED]  
[REDACTED]
5. [REDACTED]  
[REDACTED]
6. Do not blindly reach into pockets or tight fitting clothing.
7. Careful manual search of all unexposed areas, including groin area, avoids deliberate touching of the genital, anal, or female breast areas. Look into the mouth and hair.
8. Search of socks, and shoes/boots.
9. Taunting, degrading, dehumanizing or other inappropriate comments will not be made during frisk searches (or at any time).

**Attachment: Training Order II**

**Clothed searches will be conducted in the following professional manner:**

1. Inform the arrestee/inmate that he is to be searched.
2. Empty all pockets and remove any coats, hats, or other outer clothing items.
3. Instruct the arrestee/inmate to face away from the searching deputy.
4. [REDACTED]
5. From the back, conduct a systematic and thorough search of the person's clothing and body.
6. [REDACTED]  
[REDACTED]  
[REDACTED]
7. Look into the arrestee's mouth, nose, ears, and other visible body cavities.
8. Manual search of the genital, anal, and female breast areas over the clothing for a thorough search.
9. Taunting, degrading, dehumanizing or other inappropriate comments will not be made at any time.

**Holding Cell Placement**

Inmates placed in a holding cell in the pre-book area will be subject to the following additional procedures: Shoes, belts or other safety and security items will be removed prior to placement in a holding cell.



**Attachment: Training Attachment Order III**

**Unclothed searches will be conducted in the following professional manner:**

1. All unclothed searches will be conducted in private, with the dignity of the inmate a primary concern.
2. Inform the inmate that he is to be searched.
3. Instruct the inmate to remove all remaining items not removed during frisk or clothed search, including piercing(s), false teeth, wig, etc.
4. Conduct a thorough search of the clothing for contraband.
5. Instruct the inmate, once unclothed, to face you and spread his arms and legs for a visual search.
6. Have the inmate spread all fingers and display both open hands, turning them over for inspection of top and bottom.
7. Have the inmate run his hands through his hair vigorously to dislodge anything hidden in his scalp.
8. Have the inmate open his mouth and inspect the inside of the mouth and under the tongue and lips.
9. Check the inmate's nose and ears.
10. Have the inmate slowly turn around and inspect the inmate's back and rear part of legs.
11. Have the inmate raise each foot and wiggle their toes, turning the foot up for inspection.
12. Have the inmate squat, by sitting on their heels, and cough.
13. Have the inmate bend over and spread their anal cavity.
14. Have females spread their vagina.
15. Note any signs of rashes, infections, or injuries and report them to facility medical personnel.
16. Inspect any casts or bandages.
17. If necessary, instruct the inmate to shower and present the inmate with the appropriate sized facility clothing.
18. Taunting, degrading, dehumanizing or other inappropriate comments will not be made by staff at any time.