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**POLICY:**

In order to discover, control, and eliminate anything considered dangerous or detrimental to the safety of staff, inmates, other persons, or to the overall security of the correctional facility, frequent and thorough searches of inmates shall be conducted by correctional peace officers in accordance with section 10 of the *Correctional Institution Regulation*.

**STANDARDS:**

1. Searches will be conducted for the purpose of,
  - a) Recovering contraband;
  - b) Identifying objects and situations that might be dangerous or detrimental to the safety of staff, inmates or other persons;
  - c) The overall security of the centre.
2. Officers are required to use good judgement by extending courtesy and consideration to inmates being searched.
3. Officers shall,
  - a) Exercise professionalism and sensitivity to the extent possible without interfering with the thoroughness and integrity of the search;
  - b) Remain alert to the possibility of contagious and infectious disease;
  - c) Take appropriate measures including use of personal protective equipment in order to protect themselves;
  - d) Make note of any apparent inmate injuries/health concerns and notify health care staff as soon as the search is completed;
  - e) Ensure that Search Records are completed upon findings of any contraband.

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4. After review by the shift manager, the Search Record and contraband must be received by the security manager for inclusion in the contraband database.
5. When conducting strip searches, officers are to remain cognizant of the sensitive nature of the procedures and conduct the search in an area and manner to reduce the potential for embarrassment or humiliation to the inmate.
6. Officers should be aware of the potential for accusations of improper conduct during searches.
7. Whenever possible, another officer should be present during inmate searches.
8. When an inmate refuses to be searched or resists a search,
  - a) They will be segregated from other inmates until they submit to the search;
  - b) Until there is no longer a need to search the inmate;
  - c) The only exception is in an emergent situation when a correctional peace officer has reasonable grounds to believe that an inmate is concealing contraband that may be dangerous or potentially harmful to inmates, staff or centre security and an immediate search is necessary.
9. If force is required under these circumstances, the supervisor and shift manager shall be notified immediately and the actions documented accurately in accordance with ACOB policy.
10. Security Standing Orders shall be developed with sufficient detail to properly instruct correctional peace officers in the process of conducting inmate strip searches.

**PROCEDURES:**

**Searches Upon Admission**

1. The degree and type of search required for inmates being admitted is generally dependent upon the type of correctional facility, the status of the inmate at the time they are received and the nature of the charge/offence.
2. New admits may present difficult situations for officers to contend with during the admission process (i.e., obnoxious, violent, impaired by alcohol or drugs).

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3. The centre director shall ensure that upon admission, every inmate is strip searched, showered and issued institutional clothing.
  - a) All inmates remanded into custody shall be strip-searched;
  - b) Inmates admitted with only a bail or fine option order shall normally be given a two hour grace period to secure funds and arrangements for their release;
  - c) After the two hour grace period, regular admission procedures will occur.
4. A visual examination of the body for the detection of contraband is to be conducted.
  - a) Appropriate reports are to be made regarding the finding of body vermin, bruises, scratches, lumps, etc.;
  - b) Such reports are to be forwarded to the health care staff who will decide the appropriate course of action.
5. Special attention shall be given to all bandages which may be removed and replaced with a new one if necessary.
6. Health care staff will normally remove any dressing larger than a small bandage.
7. Where there is reason to believe that contraband may be concealed in a bandage, the admitting officer should advise the senior officer on duty in the admitting area, who shall in turn advise a that the bandage will need to be replaced.
8. Regarding the impossibility of anticipating every conceivable situation, common sense must guide the officer conducting the strip-search with a view to their own safety as well as that of the inmate.
9. Inmates refusing to be strip-searched upon an approved admission to a correctional facility or, who appear impaired to the point where the admission process is severely interrupted are to be,
  - a) Referred to health care staff and the shift manager for consideration to be held in an observation cell until such time as they,

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- i. have regained control of their faculties; and,
- ii. submit to a search.

**Routine Searches**

- 10. Routine searches of inmates are conducted without individual suspicion but in order to ensure compliance with the security, health, and safety standards of the centre.
- 11. Routine searches generally fall into the category of hand frisks or pat-downs, and can also involve the use of hand held and walk-through scanners or strip searches.
- 12. All centres are to establish a program of routine searches.
- 13. All inmates shall be searched prior to and after all escorts, movement or transfer between centres.
- 14. When an inmate refuses to be searched or resists a search,
  - a) The inmate will be segregated from other inmates until they submit to the search;
  - b) Until there is no longer a need to search the inmate;
  - c) The only exception is in an emergent situation when an officer has reasonable grounds to believe that an inmate is concealing contraband that may be dangerous or potentially harmful to inmates, staff or centre security and an immediate search is necessary.
- 15. If force is required under these circumstances, the supervisor and shift manager shall be notified immediately and the actions documented accurately in accordance with ACOB policy.

**Frisk/Pat Down Search**

- 16. A frisk/pat down search of a clothed inmate is when,
  - a) An officer frisks/pats the inmate’s body;
  - b) Crimps the seams of the clothing in order to detect contraband items hidden under/in the inmate’s clothing.

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17. Whenever possible, inmates are to be searched by officers of the same gender.
18. Opposite gender frisking or pat-downs may occur should circumstances and operational requirements and/or limitations direct.
  - a) If required, a supervisor must be notified.
19. Where opposite gender frisking is to occur,
  - a) Female officers may search outer clothing and pat-down male inmates;
  - b) Male officers may search a female inmate's outer garments (e.g., parka) only and then direct them to turn pockets out for observation.

**Strip Searches**

20. Strip searches will be conducted whenever,
  - a) There are compelling reasons or belief that an inmate may be concealing contraband;
  - b) When a person is admitted to a remand centre;
  - c) An inmate is moved to segregation;
  - d) An inmate is isolated due to suicide risk, self-harm, or risk to others;
  - e) In preparation of an inmate for transfer outside the centre.
21. Same gender strip searching shall normally occur.
22. Exceptions to same gender strip searching may only occur at the discretion of the centre director or designate.
  - a) Instances are expected to be most rare, typically occurring during emergency situations;
  - b) Must be fully justifiable;
  - c) Documented on every occurrence.

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23. A minimum of two officers shall be present when a strip search is conducted.
- a) The primary searching officer must be a correctional peace officer of the same gender as the inmate;
  - b) If the second officer is not the same gender as the inmate, that person shall take up a position so that the primary searching officer is visible but the inmate is not directly observable.
24. Strip searches shall occur in an area that ensures privacy from all other persons except the searching officer(s).
25. Duties of the officer during a strip search shall be as follows.
- a) Direct the inmate to remove all clothing and footwear;
  - b) Examine each article of clothing and footwear carefully;
  - c) Attention will be paid to the seams, hems and other areas of clothing and footwear that provide potential sites for the concealment of contraband;
  - d) Examine any piece of jewellery the inmate may be wearing;
  - e) Direct the inmate to remove any dental prosthesis in an effort to determine whether any contraband is present,
    - i. instruct the inmate to open their mouth lift their tongue;
    - ii. examine inside the mouth;
    - iii. examine of the prosthesis;
  - f) Have the inmate remove any other prosthetic appliance and inspect it for the concealment of contraband;
  - g) Instruct the inmate to undo braids or pony tails and run their hand vigorously through their hair;

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- h) Inspect behind and inside of ears and nose;
- i) Have inmates raise arms and inspect arm pits and the front portion of the body,
  - i. male inmates shall be required to lift the scrotum, penis, and body rolls;
  - ii. female inmates shall be required to lift their breasts and body rolls;
  - iii. have the inmate turn and visually inspect the back portion of the body;
  - iv. instruct the inmate to lean forward at the hips, spread the cheeks of the posterior to allow for a visual inspection of the external surface areas of the body cavities;
- j) Have the inmate lift each foot and move toes;
- k) Female inmates on their menstrual cycle shall be instructed to remove their tampon or sanitary pad,
  - i. The inmate will immediately be provided with a new tampon/sanitary pad following the search;
- l) Female inmates will squat and cough to attempt to dislodge any item that may be concealed in the vaginal cavity,
  - i. if a foreign object is seen, instruct the inmate to remove the object;
  - ii. if they refuse, inform a medical professional as well as the shift manager to approve a dry cell procedure.

**Transgendered Inmates**

- 26. In situations where there are indications that the inmate may be transgendered,
  - a) The shift manager or designate shall interview the inmate to determine the stage of transgender;
  - b) The health care staff shall be consulted whenever possible in determining the gender of the inmate.

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27. Prior to the inmate being searched, the inmate will be asked if they object to an officer of the gender reported on the file or holding documents, to perform the full strip search.
28. If the inmate objects, arrangement can be made to have,
  - a) A female officer complete a pat down or strip search of female features of the inmate;
  - b) A male officer to complete a pat down or strip search of male features of the inmate.
29. When conducting a strip search, the two officers are to position themselves and the inmate such to allow the officer observing the search to view only the officer conducting the search but not the inmate.
30. The officers are to ensure that the inmate is re-clothed.
31. The officers shall maintain visual contact of the inmate while they exchange positions.

### Internal Body Searches

32. **Under no circumstances** will such searches/examinations be conducted by anyone other than a physician, in accordance with section 10(5) of the *Correctional Institution Regulation*.
33. When there are reasonable grounds for suspecting that contraband is concealed in body cavities, the shift manager or designate shall allow the inmate to make every effort possible to retrieve and surrender the contraband to the searching officer.
34. If the inmate has been searched and afforded the opportunity to surrender any contraband, the officer still has reasonable grounds for suspecting contraband is concealed in body orifices, the inmate shall be examined by healthcare staff and placed on dry cell procedures in accordance with ACOB policy.
35. In the event of circumstances that appear to be potentially harmful to the health and well-being of an inmate, the centre director or shift manager shall make arrangement to transfer the inmate to a community medical facility as soon as possible to be evaluated by a physician.



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36. Regardless of whether an inmate consents to a search, an internal body search that requires penetration beyond the surface portion of a body orifice shall,
- a) Only be conducted for compelling medical reasons;
  - b) Should preferably be done at a community medical facility;
  - c) A officer of the same gender as the inmate shall be present.

**Detector Dog Searches**

37. Inmates may be searched by a drug detector dog and handler during random/targeted or scheduled searches.
38. In groups, the inmates shall be directed to,
- a) Stand in a line approximately three feet apart with arms at sides;
  - b) The drug detector dog and handler will walk down a line in front of and behind the inmates;
  - c) This directive does not preclude searches conducted by the drug detector dog and handler of individual inmates, when required.