


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.

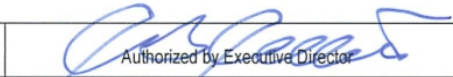
2. Authority

- 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

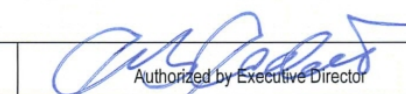
Page 1 of 4	Dated Issued: August 1, 2007 Date of Last Revision: December 1, 2008 Current Revision Date: March 20, 2019	Subject No. 39.00.00
-------------	--	----------------------

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

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.

Page 2 of 4	Dated Issued: August 1, 2007 Date of Last Revision: December 1, 2008 Current Revision Date: March 20, 2019	Subject No. 39.00.00
-------------	--	----------------------

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

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

Page 3 of 4	Dated Issued: August 1, 2007 Date of Last Revision: December 1, 2008 Current Revision Date: March 20, 2019	Subject No. 39.00.00
-------------	--	----------------------



Department of Justice

**Correctional Services
Policy & Procedures**

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


- 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.

Page 4 of 4	Dated Issued: August 1, 2007 Date of Last Revision: December 1, 2008 Current Revision Date: March 20, 2019	Subject No. 39.00.00
-------------	--	----------------------

Chapter:	Searches and Contraband	Classification:	Public Document
Subject:	Person Searches		
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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.

Page 1 of 6	Dated Issued: August 1, 2007 Date of Last Revision: January 15, 2021 Current Revision Date: July 6, 2022	Subject No. 39.01.00
-------------	--	----------------------

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

- 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.

Page 2 of 6	Dated Issued: August 1, 2007 Date of Last Revision: January 15, 2021 Current Revision Date: July 6, 2022	Subject No. 39.01.00
-------------	--	----------------------

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

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.

Page 3 of 6	Dated Issued: August 1, 2007 Date of Last Revision: January 15, 2021 Current Revision Date: July 6, 2022	Subject No. 39.01.00
-------------	--	----------------------

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

- 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 \(HRSP\)](#).

Page 4 of 6	Dated Issued: August 1, 2007 Date of Last Revision: January 15, 2021 Current Revision Date: July 6, 2022	Subject No. 39.01.00
-------------	--	----------------------

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

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.

Page 5 of 6	Dated Issued: August 1, 2007 Date of Last Revision: January 15, 2021 Current Revision Date: July 6, 2022	Subject No. 39.01.00
-------------	--	----------------------

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


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.

Page 6 of 6	Dated Issued: August 1, 2007 Date of Last Revision: January 15, 2021 Current Revision Date: July 6, 2022	Subject No. 39.01.00
-------------	--	----------------------

Chapter:	Searches and Contraband	Classification:	Public Document
Subject:	Admission and Discharge Searches		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 Individuals will be searched upon admission and re-admission including return from conditional release/temporary absence/medical release, court, etc. or transfer from correctional facilities in accordance with
- 1.1.1 Section 49 of the *Correctional Services Act*
 - 1.1.2 this policy

2. Workplace Violence Prevention Plan

- 2.1 This policy and procedures, 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. Standard Operating Procedures

- 3.1 Superintendents will establish such local Standard Operating Procedures (SOP) as may be required to ensure all individuals, including those temporarily absent from the correctional facility on a conditional release, reintegration leave, day parole or an intermittent sentence, are searched when admitted in accordance with Policy and Procedures, Subject No.
- 3.1.1 39.00.00, [Searches – General Requirements](#)
 - 3.1.2 39.01.00, [Person Searches](#)
 - 3.1.3 39.10.00, [Whole Body Transmission X-Ray Scanning System \(Body Scanner\)](#)
 - 3.1.4 this policy

4. Search Procedures Upon Admission


- 4.1 Upon admission, individuals will be advised by correctional officers (CO) or youth workers (YW) of the search procedures about to take place and the general purpose of searches.
- 4.2 COs or YWs will specifically inform the individual that any effects found on their person after being instructed to surrender all personal items, will be considered contraband and confiscated.

Page 1 of 3	Dated Issued: August 1, 2007 Date of Last Revision: March 15, 2019 Current Revision Date: July 6, 2022	Subject No. 39.02.00
-------------	--	----------------------

Chapter:	Searches and Contraband	Classification:	Public Document
Subject:	Admission and Discharge Searches		
For:	Correctional Facilities	 Authorized by Executive Director	

- 4.3 In all cases where the individual has no prior knowledge of search processes, the staff completing the search will fully explain the procedures that will be used before conducting the search.
- 4.4 Videos of the search procedures will be shown to individuals as part of their orientation to the correctional facility.
- 4.5 In youth facilities, YWs will ensure the young person views the approved search video prior to a visual body search.
- 4.6 COs or YWs will first pat search and scan with a hand-held detector, an individual admitted to the correctional facility and then place them in a holding cell or safety room pending further processing. If there is any indication during the above procedure that the individual is in the possession of contraband, they will be immediately body scanned.
- 4.7 Upon release from the holding cell or safety room the
- 4.7.1 CO, in adult facilities, will conduct a visual body search on the individual in accordance with Policy and Procedures, Subject No. 39.01.00, [Person Searches](#) and body scan in accordance with Policy and Procedures, Subject No. 39.10.00, [Whole Body Transmission X-Ray Scanning System](#).
- 4.7.2 YW, at youth centres, will body scan the YP in accordance with Policy and Procedures, Subject No. 39.10.00, [Whole Body Transmission X-Ray Scanning System](#).
- 4.8 Any unauthorized items found on the adult or YP at the time of search will be considered contraband and seized.
- 4.9 The holding cell or the safety room will be searched before and after the admission of the adult or YP.
- 4.10 The property of those being admitted will be
- 4.10.1 searched for contraband
- 4.10.2 where available, put through a parcel scanner

Page 2 of 3	Dated Issued: August 1, 2007 Date of Last Revision: March 15, 2019 Current Revision Date: July 6, 2022	Subject No. 39.02.00
-------------	--	----------------------

Chapter:	Searches and Contraband	Classification:	Public Document
Subject:	Admission and Discharge Searches		
For:	Correctional Facilities	 Authorized by Executive Director	

- 4.11 All additional personal property of an adult or YP being admitted, will be processed in accordance with Policy and Procedures, Subject No. 38.02.00, [Adult Personal Property](#) or Subject No. 38.03.00, [Young Person Personal Property](#).

5. Search Procedures on Transfer

- 5.1 Person searches will be conducted on adults prior to transfer from the correctional facility as follows
- 5.1.1 body scan
 - 5.1.2 hand-held detector
 - 5.1.3 frisk search
 - 5.1.4 where available, walk through metal detector
- 5.2 In addition to the requirement outlined in Section 5.1, all personal property stored by the facility for an individual will be searched immediately prior to an approved release of the property to the offender for use in the facility.

Page 3 of 3	Dated Issued: August 1, 2007 Date of Last Revision: March 15, 2019 Current Revision Date: July 6, 2022	Subject No. 39.02.00
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