



AAQQIGIARVIK CORRECTIONAL HEALING FACILITY 604 STANDING ORDER

SEARCHES AND FRISKS

The Warden shall ensure that searches and frisks are completed in all areas of the Correctional Facility as often as necessary in order to control the presence of contraband.

1. Public Notice

A notice shall be publicly displayed at the main entrance to the Facility stating that all persons, articles, and vehicles may be subject to search.

2. Open Visits

Visitors who have open visits will be subject to a wand search prior to entering the visiting area.

3. Searches Do Not Abuse Rights

Staff may conduct searches of cells/rooms and their contents on a periodic basis to detect contraband that may jeopardize the security of the facility and safety of staff and clients. Regular non-intrusive and/or frisk searches of clients shall be conducted in order to detect the presence of contraband and to maintain good order.

4. Staff Searches

A staff member may be required to submit to a routine non-intrusive or frisk search, including personal possessions he or she may be carrying, before being allowed to enter or leave the facility.

5. Searches May Occur at Any Time

Staff shall carry out searches at any time, if there is suspicion that a client is carrying contraband or evidence relating to a disciplinary or criminal offence.

6. Return of Seized Items

Items seized during the course of a search shall be returned to the person from whom it was seized unless it is:

- 6.1** an unauthorized item or contraband;
- 6.2** the property of another person;
- 6.3** required as evidence in a disciplinary or criminal proceeding.



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7. Routine frisk procedures

Staff performing routine frisks shall adhere to the following guidelines:

- 7.1 use issued gloves before making contact with the client;
- 7.2 use appropriate verbal communication and respect the client's dignity;
- 7.3 ask the client if there is anything in his possession that could cut or injure;
- 7.4 instruct client to remove all seasonal/outdoor clothing;
- 7.5 have client remove all items from pockets and turn pockets inside out;
- 7.6 search all items removed and have client verify that all items have been removed;
- 7.7 instruct client to face away with hands outstretched on a wall or on top of head;
- 7.8 use hands to check the hair, top of shoulder, collar area, arms, torso, waistband area, outside of front pockets, rear pockets, and buttocks;
- 7.9 check legs inside and out, cuffs, and top of socks and have client remove footwear and check bottom of feet and the inside of shoes.

7. Strip-search procedures

Strip-searches shall be conducted on probable cause only and in an area of the Facility that ensures the privacy of the client. Staff performing strip-searches shall adhere to the same guidelines required for routine frisks with the following addition:

- 7.1 ensure two staff of the same gender as the client are assigned to do the search. If two Correctional Caseworkers are not available, the primary Correctional Caseworker must be of the same sex, and is required to do a full body scan. A second Correctional Caseworker shall be present, but shall be positioned out of sight of the client;
- 7.2 staff must not touch a client during the search proceedings. The ONLY exception being where the client is jeopardizing the life & safety of self or others;
- 7.3 instruct client to remove clothing, jewelry, glasses, watch, and search all items;
- 7.4 ask client to remove dentures, if any, for visual inspection;
- 7.5 look in client's nose and mouth;
- 7.6 have the client run his fingers vigorously through his hair;
- 7.7 have client show behind ears;
- 7.8 have client open fingers and show hands on both sides;
- 7.9 have client turn and lift foot, spreading toes and showing feet on both sides;
- 7.10 have client bend forward, perform visual inspection of genital/rectal area.



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8. Same sex searching

The Correctional Supervisor shall ensure that female clients are frisked by female staff whenever possible. In a life-threatening emergency or when a delay might result in a loss of evidence, this prohibition may be waived.

9. Search Schedule for all Buildings

The day shift Correctional Supervisor shall ensure that at living unit cell searches are completed as directed by the Assistant Deputy Warden Operations policy.

The night shift Correctional Supervisor shall ensure that all areas of the living units that includes the common area, laundry area, or any area that the clients have access to are searched at least once each rotation.

Out-buildings shall be searched at least once during each shift rotation.

10. Cell search/Cell Inspections

Cell searches are completed randomly as directed by the Correctional Supervisor. These searches will be documented on the Unit Shift log that will automatically show up on the Master Shift Log as per appendix “A”

Cell inspections will be completed each morning as per the unit routines. The cell inspections will be documented on the Unit Shift Log that will automatically notify the Correctional Supervisor on duty. The Correctional Supervisor needs to review and approve/accept the inspection. This will place the inspection in the library as a secured document.

The Correctional Caseworker shall ensure that a cell is clean, inspected for damage or graffiti and searched to ensure there is no contraband left in it a new client is placed in it as outlined in Unit procedures. This inspection will be documented on the Unit Shift Log.

A cell search shall be carried out anytime there is a suspicion that a client is in possession of contraband.

11. Search Recording

All searches shall be recorded in COMS and in the Search Log located in SharePoint. The Search Log shall include the date, time, area of the search, the name of the Correctional Caseworkers who performed the search, and the results or findings. In the



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event that contraband is found, a detailed *Incident Report* in COMS shall be completed and reviewed by the Correctional Supervisor.

12. Body cavity searches

At no point will there be body cavity searches.

13. Body Scanner

The body scanner may be used to scan all admissions, outside crew returning from work, and any clients returning from appointments. The Correctional Supervisor may request a client be scanned in consultation with a Correctional Caseworker who suspects a client that is concealing contraband

14. Moving to a New Unit

A client may be frisked when moving to an area of differing security.

15. Leaving the Facility

A client leaving the Correctional Facility may be frisked.

16. Client Representative

A client representative may be present when Correctional Caseworkers are searching client's personal possessions and cell.

17. Vehicles

Staff using a vehicle shall search the vehicle after each use.