REVIEW/REVISION HISTORY:

Effective: 7/17/03
Revised: 3/25/04
Revised: 1/4/07
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Revised: 3/11/09
Reviewed: 11/9/09
Revised: 3/26/12
Revised: 6/1/13
Revised: 4/20/15

SUMMARY OF REVISION/REVIEW:

IV.B. - Adjusted form title

APPROVED:

Signature on file

3/9/15

BERNARD WARNER, Secretary
Department of Corrections

Date Signed
POLICY

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 72.09.530; ACA 2C-01; ACA 2C-02; DOC 420.365 Evidence Management for Work Release; PREA Standards 115.215(a)-(c)

POLICY:

I. [2C-01] Searches will be conducted in Work Releases to minimize the introduction or flow of contraband and enhance the security and safety of offenders, employees, contract staff, and the public while acknowledging the importance of offenders’ privacy. [2C-02] This policy will be provided to employees, contract staff, and offenders.

DIRECTIVE:

I. General Requirements

A. Employees and contract staff will be trained in search techniques before conducting searches.

B. The Community Corrections Supervisor (CCS) will determine the types and frequency of searches conducted within the facility and on facility grounds.

C. Offender rooms, living areas, and activity areas will be searched on a frequent, unannounced, and random basis. Employees/contract staff will maintain a monthly log of all searches conducted, including when, by whom, and the results of the search. Employees/contract staff conducting the search will make every effort to restore the area to its original condition.

1. Offenders do not have to be present for any area or room search.
2. Offender rooms will be searched a minimum of once per month.
3. Offender personal religious items will be handled with respect. Search procedures will reflect an awareness of and sensitivity to individual religious beliefs, practices, and objects/symbols.

D. Items brought into and taken out of the facility by offenders may be searched.

E. Legal material will not be read, but may be examined for contraband.

F. Offenders’ vehicles will be searched when they are initially brought onto facility grounds, and randomly thereafter. The offender does not have to be present.

II. Offender Searches

A. Offenders are subject to electronic and pat searches in Work Release. If the CCS determines there is reasonable suspicion that the offender is concealing
contraband which warrants a strip or body cavity search, the offender can be transported to a Prison to conduct the search.

B. The CCS will identify locations where electronic search equipment may be used.

C. Pat searches will be conducted by a trained employee of the same gender as the offender being searched, except in emergency situations.

1. Emergency used in this context is limited to:
   a. Situations where a delay would result in the likely loss of dangerous contraband (i.e., weapons or drugs),
   b. Field apprehension of an escapee, or
   c. Emergency movement situations (e.g., a crime scene where evacuation of offenders must occur immediately, but a check for weapons by pat search is required).

2. When a male employee pat searches a female offender, a report will be completed in the Incident Management Reporting System (IMRS) before the end of shift. The distribution will include the PREA Coordinator.

III. Seizure

A. Excess money and contraband seized as evidence of an infraction will be handled per DOC 420.365 Evidence Management for Work Release.

B. Each facility will establish a process for handling non-evidence contraband.

IV. Documentation

A. Employees/contract staff will document searches. However, electronic searches do not require documentation.

B. DOC 05-131 Evidence/Property Record - Work Release will be completed and a copy provided to the offender if any of his/her property is removed during a search.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Reasonable Suspicion. Other words/terms appearing in this policy may also be defined in the glossary section.
ATTACHMENTS:

None

DOC FORMS:

DOC 05-131 Evidence/Property Record - Work Release