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	REVISION DATE 8/22/24	PAGE NUMBER 1 of 9	NUMBER DOC 420.120
	TITLE FACILITY ACCESS SEARCHES AND ALLOWABLE ITEMS		

REVIEW/REVISION HISTORY:

Effective: 3/4/19
Revised: 12/20/21
Revised: 8/22/24

SUMMARY OF REVISION/REVIEW:

I.C.2., III.A.2.a., and X.F.4. & 5. - Removed unnecessary language
II.A., II.C., III.A.2.c., VI.B.4., VII.A.3., X.D.1., X.G.4., and X.G.2. - Added language for clarification
Added II.B. that except for employees/contract staff, anyone entering a Level 3 or higher facility will have a metal detector/body scan search or a pat search if they cannot clear one
II.D. and IV.B. - Removed language for clarification
III.A., III.A.2.a. & b., IV.B.1., V.A., VI.B.2., VII.A., X.D. & E., X.F.2., X.G.2.a.2), X.G.4.a., and XI.A.4. - Adjusted language for clarification
Added III.A.1. that when the randomizer turns green the person may enter the facility when all hand-carried items and personal belongings have been searched
Added IV.A. that the Captain/higher rank may authorize mandatory searches
Added X.D. that employees will wear protective equipment when conducting a search
Added X.F.2.c. that the Shift Commander will be notified immediately if the Superintendent/ Duty Officer needs to be notified


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

7/30/24

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94](#); [RCW 9A.04.110](#); DOC 190.500 Nicotine, Tobacco, and Vapor Products; DOC 280.100 Acceptable Use of Technology; DOC 400.100 Incident and Significant Event Reporting (RESTRICTED); DOC 420.340 Searching and Detaining Facility Visitors; DOC 420.375 Contraband and Evidence Handling (RESTRICTED); DOC 420.500 Tool Control (RESTRICTED); DOC 530.100 Volunteer Program; DOC 540.200 Videos Allowed in Confinement; DOC 840.100 Disability Accommodation and Separation; DOC 850.010 Administrative Investigations; DOC 880.100 Corrections Training and Development

POLICY:

- I. The Department has established procedures to search employees, contract staff, volunteers, and facility guests when entering a Prison and has identified items allowed inside the secure perimeter of a Prison to minimize the introduction of contraband and enhance safety and security.
- II. Visitors for incarcerated individuals will be searched per DOC 420.340 Searching and Detaining Facility Visitors.

DIRECTIVE:

- I. General Requirements
 - A. Anyone entering the facility grounds of a Prison is subject to search at any time.
 - B. Information on searches and allowable items will be provided in training per DOC 880.100 Corrections Training and Development, during orientation per DOC 530.100 Volunteer Program, or during facility safety orientation.
 - C. Items that may be brought into the secure perimeter of a facility and items that are not allowed are identified in Attachment 1.
 1. Items that are considered contraband in a Prison or represent a safety issue will only be allowed past the secure perimeter when DOC 03-524 Allowable Items Exception Request has been approved and is maintained with the item.
 2. If a questionable item is found, the Shift Commander or Superintendent will be contacted to determine if the item may be brought in until an exception request can be completed and approved.
 - D. Facilities will post a notice of search procedures and allowable items at all entry locations (e.g., public access, gates).

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- E. At the start of a shift change, processing incoming employees/contract staff starting their shift will be a priority for Public Access employees.

II. Routine Searches

- A. A routine search may include a metal detector/body scanner, scanner (e.g., x-ray, hand-held), canine, or pat search.
- B. Except for employees/contract staff, anyone entering a Level 3 or higher facility will have a metal detector/body scanner search.
1. Pat searches may be conducted if the person cannot clear the metal detector/body scanner.
- C. All hand-carried items, outer garments (e.g., coat), and personal belongings will be searched for contraband prior to the entry of a Level 3 or higher facility.
1. Searches may include opening containers and verifying medications are in the appropriate container. Employees will use their judgement to determine if they will open containers themselves or direct the owner to open them.
- D. First responders (e.g., Quick Response Strike Team, law enforcement, firefighters, paramedics) addressing an emergency and employees transporting restrained individuals into the facility are not subject to search.

III. Random Searches

- A. Each Level 3 or higher facility will maintain a randomizer button near each access point to randomly assign a more thorough search (e.g., pat search) of the person seeking access. Employees/contract staff entering an access point will press the button before being granted access into the facility.
1. If the randomizer turns green, the person who pushed the button may enter the facility once all hand-carried items and personal belongings have been searched.
 2. If the randomizer turns red, the person who pushed the button will:
 - a. Remove any outerwear and present it for search,
 - b. Empty all pockets of contents and present all personal belongings for search,
 - c. Clear the metal detector/body scanner, and

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d. Be pat searched.

3. Attempts to avoid or refusal to activate the randomizer will be considered refusal to follow search processes.

IV. Mandatory Searches


- A. The Captain or higher authority may authorize mandatory searches for everyone accessing the secure perimeter.
- B. The Captain at a Level 2 stand-alone facility will schedule a random, mandatory search be conducted each month on everyone accessing the secure perimeter of the facility.
 1. Searches will be conducted at varying, high-traffic times (e.g., start/end of shift) with sufficient, qualified male and female employees.

V. Metal Detector or Body Scanner Searches

- A. The person being searched will remove metal items prior to being scanned by a metal detector/body scanner.
 1. Items that cannot be removed (e.g., metal implants, medical devices) will be identified by the person being searched and verified through means of visual confirmation, hand-held scanner, and/or a pat search.

VI. Pat Searches

- A. When possible, pat searches will be conducted by an employee of the same gender as the person being searched.
 1. If the person does not consent to a cross-gender search, the Shift Commander will consider appropriate alternatives.
- B. Pat searches will include:
 1. Emptying pockets,
 2. Removing shoes and other personal items if unable to clear the metal detector/body scanner,
 3. A visual inspection, and
 4. A physical pat/slide of hands along the fully clothed body.

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VII. Reasonable Suspicion Searches

- A. When authorized by the Shift Commander or higher authority, a search may be conducted at any time based on reasonable suspicion that results from:
 1. Observations,
 2. Reliable information, even when confidential,
 3. Alert by a metal detector/body scanner, scanning device, or canine, and/or
 4. Finding contraband or indication that it may be present during the search of personal belongings.

VIII. Office Searches


- A. Searches of employee, contract staff, or volunteer offices/work areas will be performed in the presence of at least one of the following:
 1. Person assigned to the office/work area
 2. Supervisor of the person assigned to the office/work area
 3. Second level supervisor or higher rank of the employee conducting the search
- B. Searches of sensitive areas (e.g., Intelligence and Investigations, Records, Human Resources) will only be conducted with the assigned program area supervisor present.

IX. Locker Searches


- A. Lockers used by employees, contract staff, and volunteers are owned by the facility and subject to search at any time when authorized by the Shift Commander or higher authority.
 1. The person using the locker does not have to be present for the locker to be searched.
- B. Locker searches will be completed by at least 2 custody employees.
- C. A canine may be used to conduct or supplement a locker search.

X. Search Processes


- A. Employees will conduct searches in a professional manner, handle personal belongings in a respectful way, and maintain confidentiality regarding sensitive and/or medical issues.

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- B. Searches will not be conducted for punitive, harassment, discriminatory, or retaliatory purposes.
- C. Requests to be searched in an area and/or manner that provides privacy will be accommodated.
- D. Employees will wear appropriate protective equipment (e.g., gloves) when searching any person or article, or the surface of any item.
- E. When an employee, contract staff, volunteer, or facility guest is selected for search, all items are subject to search.
 - 1. The search must be completed, and items cleared before the person is allowed to leave the search area (e.g., use of restroom, return to vehicle, access locker).
- F. If an item that is legal, but considered contraband in Prisons is found, the employee will request that the person secure the item in a locker or in the person's secured vehicle. The searching employee will complete DOC 21-917 Incident Report and document in the Employee Search Log.
- G. If dangerous contraband is found:
 - 1. The person will be instructed to remain in the search area.
 - a. If the person does not comply, the person will not be granted access into the secure perimeter and disciplinary action may be taken.
 - 2. The Shift Commander will be notified immediately and make a determination if:
 - a. Emergency response actions are required,
 - b. Access will be granted,
 - c. Law enforcement needs to be notified, or
 - d. The Superintendent/Duty Officer needs to be notified.
 - 3. Visual observation of the person will be maintained until the Shift Commander arrives.
 - a. The person will not be allowed to retain/take possession of the suspected contraband until the Shift Commander or higher authority provides authorization.


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- b. In all cases where a firearm, explosive, illegal drug, or other dangerous contraband that presents a significant risk to safety or security is discovered, law enforcement will be notified.
 - 1) The person will not be granted access to the facility and will not be able to return to facility grounds unless notified that the Superintendent has approved access.
 - c. An employee, contract staff, or volunteer will be placed on administrative leave or given an alternative assignment pending investigation.
 - 4. If the person is not in the reporting structure of the Superintendent, the Superintendent will contact the appropriate Appointing Authority.
 - 5. If the person is a volunteer, the Superintendent will contact the Correctional Program Administrator.
- H. A refusal to participate in any search process may be considered insubordination and may result in disciplinary action up to and including termination of employment, contract, or services. If a person refuses to participate in any part of the search process, access will be denied and:
 - 1. The person will be instructed to remain in the search area.
 - 2. The Shift Commander will be notified immediately and will:
 - a. Report to the search area to:
 - 1) Review the steps that were taken to conduct the search.
 - 2) Verify the person is refusing a search and attempt to clarify the reason for refusal.
 - a) If the person is refusing based on a medical condition, the person will be directed to Human Resources to submit an accommodation request per DOC 840.100 Disability Accommodation and Separation.
 - 3) Offer to arrange a search of the person in a private setting.
 - 4) Direct everyone involved and witnesses to complete DOC 21-917 Incident Report regarding the refusal and discuss the importance of confidentiality.

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- a) If applicable, incident reports will be released to local law enforcement.
 - b. Notify the Superintendent/Duty Officer.
 - c. Report the incident as a Category 1 per DOC 400.100 Incident and Significant Event Reporting (RESTRICTED).
 3. Visual observation of the person refusing a search will be maintained until the Shift Commander arrives.
 4. The Superintendent/Appointing Authority will consult with the appropriate Assistant Secretary for Prisons to discuss the person's status and access to Prisons.
 - a. A person refusing a search must have authorization from the Superintendent prior to entering any part of the facility.
 - I. An investigation may be initiated per DOC 850.010 Administrative Investigations if contraband is found or for refusing to participate in the search process.
 - J. Custody supervisors will regularly observe and test search processes to provide feedback and training to correct any deficiencies.
- XI. Documentation
- A. Searches will be documented as follows:
 1. When contraband is found, it will be documented in the facility's employee search logbook and on DOC 21-917 Incident Report to include:
 - a. Search start and stop time
 - b. Who conducted the search
 - c. Contraband found
 2. When dangerous contraband is found, a confidential report will also be submitted in the Incident Management Reporting System (IMRS) and contraband will be handled per DOC 420.375 Contraband and Evidence Handling (RESTRICTED).
 3. Mandatory monthly searches will be documented in the Automated Time and Labor Scheduling System (ATLAS) to include the search start/stop time and who conducted the search.

DEFINITIONS:

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

ATTACHMENTS:

Allowable Items (Attachment 1)

DOC FORMS:

DOC 03-524 Allowable Items Exception Request
DOC 21-917 Incident Report