



#409, Facility Searches of Individuals

Policy Information

Chapter: Security and Supervision

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Purpose

This policy outlines the Vermont Department of Corrections' (DOC's) policy, philosophy, and procedure for searches of persons within DOC's facilities. For the purposes of this policy, the DOC recognizes that body scans and drug screenings are searches.

Because contraband in correctional facilities presents safety and security concerns for staff, incarcerated individuals, volunteers, and visitors, all persons entering the secure portion of a correctional facility may be subject to a search, to ensure the safety and security of everyone present.

Authority

28 V.S.A. §§ 101(1), 102(b)(2), 102(c)(1, 5, 6); and APA Rule 15-032, Searches for the Purpose of Limiting the Introduction of Contraband into Correctional Facilities

Definitions

Clothed Search: A manual inspection of a person requiring the individual being searched to remove all outer layers of clothing (e.g., coats, gloves, hats, footwear, extra layers) down to a base layer (e.g., socks, shorts/pants/skirt, shirt), so that staff may run hands across the individual's clothed body to detect any hidden objects.

Different-Gender Search: A search that meets the following criteria: (1) For an individual who is intersex or identifies as transgender and/or gender-diverse, the gender of the staff conducting or observing the search does not match the approved gender for searches of that individual, as recorded in the individual's accommodation and housing determination review custom form; or (2) For other individuals, the gender of the staff conducting or observing the search does not match the gender of the individual being searched.

Exigent Circumstances: Emergency situations when not searching the incarcerated individual presents an immediate and serious threat to the safety and security of that individual, others, or the operation of the facility.

Protective Hairstyle: A hairstyle that minimizes ongoing manipulation and exposure to the elements such as wind, water, humidity, heat, and oil. Protective hairstyles keep hair out of the face and away from the body as much as possible. Protective styles associated with types 3 and 4 hair, most commonly associated with near African-ancestry, include the use of braids, wigs, locs and/or twists.

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Reasonable Suspicion: Requires specific, articulable facts, along with rational inferences, that would lead a reasonable person to believe the individual to be searched possesses contraband, such as a prohibited or dangerous item.

Same-Gender Search: A search that meets the following criteria: (1) For an individual who is intersex or identifies as transgender and/or gender-diverse, the gender of the staff conducting or observing the search matches the approved gender for searches of that individual, as recorded in the individual's accommodation and housing determination review custom form; or (2) For other individuals, the gender of the staff conducting or observing the search matches the gender of the individual being searched.

Unclothed Search: A systematic visual inspection of an individual requiring the removal of all clothing, prosthetics, and other items from the person, to permit the observation of all skin surfaces including genital areas, breasts, and buttocks, with the primary purpose of detecting hidden contraband, weapons, or prohibited items on or within the individual's body.

Policy

The DOC's policy is to promote safety and security for all individuals, in all its interactions. The DOC recognizes its correctional system is binary even though that binary system does not represent all the individuals DOC employs and serves.¹ The DOC recognizes incarcerated individuals represent a population with higher rates of exposure to trauma. The DOC strives to ensure individuals are not unnecessarily retraumatized through our search practices.

The DOC will conduct searches of individuals when necessary to meet its mission of providing court-ordered custody and supervision with compassion and care. Staff shall conduct all searches in a manner that is respectful of all individuals. Staff responsible for conducting searches shall be trained how to conduct searches in accordance with this policy.

The DOC promotes safety and security within state correctional facilities by conducting routine, random, and reasonable-suspicion searches of all persons, including staff, volunteers, visitors, incarcerated individuals, and any other persons who may enter the secure portion of a correctional facility.

¹ The DOC uses the term "different-gender" in place of "cross-gender."

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The DOC uses whole-body scanners to prevent the introduction or movement of contraband within correctional facilities. Staff shall maintain appropriate precautions to limit individuals' radiation exposure. All staff operating the machines shall be trained to do so and re-certified annually.

Overarching Principles and Standards

1. Staff shall conduct all searches in a manner that protects the privacy, confidentiality, and personal dignity of the individual being searched, to the extent consistent with the purpose of this policy.
 - a. Staff shall comport themselves professionally while interacting with any persons.
 - b. Staff shall conduct all unclothed searches in as private a manner as possible.
 - c. To the extent possible, staff shall conduct all other searches away from other staff or persons who may be in the area.
 - d. Staff shall not move an incarcerated individual into a camera cell solely for the purpose of conducting an unclothed search.
2. Staff shall avoid the damage or loss of items while searching.
3. Staff shall not require an individual to alter a protective hairstyle as part of a routine search, unless there is reasonable suspicion that individual has contraband concealed in the hair.
4. When conducting a clothed search, staff shall require the individual being searched to remove all outer layers of clothing (e.g., coats, gloves, hats, footwear, extra layers) down to a base layer of clothing (e.g., socks, shorts/pants, base layer shirt).
5. When conducting a visual inspection of an incarcerated individual's mouth, staff members shall ensure that they can clearly see inside the individual's mouth, including having the individual move the tongue and expose the gumline.
6. **Do not touch.** When conducting a routine unclothed search that does not involve a use of force, staff shall not physically contact the incarcerated individual, unless the individual poses an immediate danger to self or others.
7. Staff shall not use any instrument to perform a physical search of a person's body. This does not include the use of a metal detector, handheld device (e.g., wand), or security body scanner (SBS).
8. For persons other than incarcerated individuals who seek to enter the secure portion of a facility, such as visitors, volunteers, BGS employees, and contractors, DOC staff shall ask such persons to walk through a metal detector. DOC staff may also require such persons to remove footwear, belts,

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and/or other outer clothing (and BGS staff not assigned to the building shall be searched in this manner). DOC staff may use a handheld device (e.g., wand) to search any person seeking to enter the secure portion of a facility.

Considerations for Searches and Drug Screening Observations

A. Gender Considerations

1. The following rules apply to different-gender searches:
 - a. Except when exigent circumstances exist, staff shall ensure that all clothed and unclothed searches, body scans, and reviews of body scans are same-gender searches.
 - i. For the purpose of reviewing a body scan, staff shall consider reasonable suspicion to be an exigent circumstance.
 - ii. This constraint shall not be used as a reason to restrict an incarcerated individual's access to programming or other opportunities.
 - b. For the purposes of this policy, the DOC recognizes that drug screenings are searches.
 - i. Staff shall conduct all drug screenings in accordance with the DOC policy on the drug screening of individuals under the custody and supervision of the DOC.
 - ii. Staff shall ensure that all drug screenings are same-gender searches.
 - c. Staff members shall complete an incident in OMS, in accordance with the policy on incident reporting, whenever they conduct or observe a different-gender search (not applicable to observing a clothed search).
2. No staff member or contractor shall search or physically examine an incarcerated individual for the sole purpose of determining the individual's genital status. If the incarcerated individual's genital status is unknown, it may be determined during conversations with the individual, by reviewing medical records, or, if necessary, by obtaining that information as part of a broader medical examination conducted in private by a medical practitioner.
3. Prior to conducting searches, staff shall receive training in how to conduct same and different-gender searches in a professional and respectful manner, consistent with security needs.
4. At intake, staff shall conduct searches based on the perceived gender of the individual.
 - a. If the Correctional Facility Shift Supervisor (CFSS) reasonably believes that an immediate accommodation that is contrary to the perceived

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gender of the individual would reduce risk when performing the search of an individual who is transgender, intersex, or gender-diverse, the CFSS may temporarily accommodate the individual's request.

- b. If the request is temporarily accommodated and results in behavior that raises a security concern, the facility may remove the temporary accommodation and staff shall document the behavior in an incident report, in accordance with the OMS technical guide.
5. During intake, staff shall document the answer to the gender questions in the custom form OMS.
 - a. This information shall be used for the purposes of:
 - i. Identifying the individual's gender while incarcerated; and
 - ii. Recording whether an individual who is intersex or identifies as transgender or gender-diverse, wants to be searched by a man, woman, or either for:
 - a) Clothed searches; and
 - b) Unclothed searches, body scans, drug screens, and all other searches of the person.
 - b. The Gender-Diverse Management Committee shall meet to finalize any accommodations, in accordance with the policy on gender identification, care, and placement.
 - c. An individual may request to update this information at any time during the individual's incarceration, in accordance with the policy on gender identification, care, and placement.

B. Age Consideration

Staff shall treat all individuals under 19 years of age who are in DOC custody as incarcerated adults when conducting searches.

C. Religious Considerations

1. When conducting searches, staff shall treat all religious items or articles of clothing with respect.
2. Staff may only require an individual being searched to remove a worn religious item if the removal is essential to conduct the search.
3. Staff may search the religious headwear of anyone entering into, or residing in, a correctional facility:
 - a. When searching a staff member's or visitor's religious headwear, staff shall:
 - i. Ask if the individual wants a person of the same gender to search the headwear, and accommodate that request if possible.

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- ii. Escort the individual to a private area to remove the headwear and allow it to be searched. The staff member conducting the search shall:
 - a) Allow the individual to remove and replace the headwear without staff intervention, if safe to do so; and
 - b) Whenever possible, provide the individual the opportunity to use a mirror to replace the headwear when the search is complete.
 - b. Staff may require an incarcerated individual to remove religious headwear, and may search it, at any time for security reasons. This search shall be performed by a person of the appropriate gender for a clothed search, in accordance with [Section A., Gender Considerations under this Heading](#).
- 4. Staff may conduct a search of religious medicine bags. When doing so:
 - a. Staff shall respectfully place the contents of the bag on a piece of paper and visually inspect them without directly touching the contents unless an item is called into question.
 - b. If an item is called into question:
 - i. When searching an incarcerated individual, staff shall remove the item and place it in an evidence bag for examination by the facility Security and Operations Supervisor (SOS), to determine if it is appropriate for inclusion in the medicine bag;
 - ii. When searching anyone other than an incarcerated individual, staff shall require the individual to leave the medicine bag outside the facility or in a locker.

Searches Criteria

This Heading outlines when searches are required or authorized.

A. All Incarcerated Individuals

- 1. Staff may conduct a clothed search of any incarcerated individual, or incapacitated persons who are lodged in a correctional facility, at any time.
- 2. Staff may conduct a visual inspection of any incarcerated individual's mouth following the administration of medication or when there is reasonable suspicion that the individual is concealing contraband in the mouth.

B. Incarcerated Individuals Awaiting Arraignment

- 1. Staff shall conduct a body scan of all individuals lodged for misdemeanors or felonies, including any individual lodged by a federal agency, when first admitted into a correctional facility from the community.

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2. Staff shall conduct an unclothed search of all incarcerated individuals lodged on felony charges or lodged by a federal agency.
3. Staff may only conduct an unclothed search of an individual arrested for a misdemeanor if there is reasonable suspicion to believe that the individual is in possession of items that would constitute a safety or security threat to the incarcerated individual, others, or the operation of the facility.
 - a. The admitting officer shall consult the CFSS whenever reasonable suspicion for an unclothed search may exist.
 - b. The CFSS shall decide if reasonable suspicion exists and, if so, may give permission for the unclothed search.
 - c. The CFSS shall then create an incident in OMS, describing the facts that led to the decision to conduct an unclothed search, in accordance with the policy on incident reporting.

C. Incarcerated Individuals Who Have Been Arraigned

Staff may conduct an unclothed search of incarcerated individuals who have been arraigned in the following situations:

1. When the incarcerated individual has had:
 - a. A contact visit;
 - b. Contact with a person or area outside the facility (e.g., an incarcerated individual returns to a facility from furlough status or from court); or
 - c. Contact with a person in a lower security level;
2. When the incarcerated individual exhibits behavior that would reasonably lead one to believe that the incarcerated individual is concealing contraband, including: difficulty walking or sitting; dilated eyes; or assaultive behavior;
3. When the incarcerated individual changes housing areas;
4. On a random, unannounced basis. An example of this type of search may include searching every third incarcerated individual leaving a specific area of the facility; and
5. As part of a cell search or shakedown. In such searches, staff shall not search more than one incarcerated individual at the same time in the same place, nor within view of other incarcerated individuals.

D. Incapacitated Persons

Staff may only conduct a body scan or unclothed search of incapacitated persons who are lodged in a correctional facility if there is reasonable suspicion that a search is imperative for the safety and security of the incapacitated person, or others, or to the operations of a facility.

1. The admitting officer shall consult the CFSS whenever reasonable suspicion for an unclothed search may exist.

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2. The CFSS shall decide if reasonable suspicion exists and, if so, may give permission for the unclothed search.
3. The CFSS shall then create an incident in OMS, describing the facts that led to the decision to conduct an unclothed search, in accordance with the policy on incident reporting.

E. Individuals Held by Civil Contempt Order

1. Before the first court hearing for an individual lodged by court order for civil contempt, staff shall treat the individual in the same manner as individuals arrested for misdemeanors who are awaiting arraignment.
2. After their first court hearing for an individual lodged by court order for civil contempt, staff shall treat the individual in the same manner as incarcerated individuals who have been arraigned.

F. Visitors to a Correctional Facility

1. Staff shall ask all visitors to walk through a metal detector. This may include requiring visitors to remove footwear, belts, and/or other outer clothing containing metal.
2. Staff may search any visitor using a handheld device (e.g., wand).
3. Staff may:
 - a. Search all personal property that a visitor has been approved to bring into the secure portion of the facility; and
 - b. Require visitors to leave personal belongings outside the facility or in a locker.
4. Staff shall not conduct an unclothed search of any visitor to a correctional facility. Staff may conduct a clothed search on a visitor who produces medical documentation prohibiting the use of a metal detector or handheld device (e.g., wand).

G. Building and General Services (BGS) and Other Contractors Not Regularly Assigned to the Facility

1. When BGS contractors or other contractors who are not regularly assigned to the facility enter the secure portion of the facility, DOC staff shall search and inventory any tools they bring into the secure portion of the facility upon entrance and departure. Only tools necessary to perform the specific task at hand may be brought into the secure portion of the facility.
2. Staff shall not conduct an unclothed or clothed search of any BGS contractor or other contractor not regularly assigned to the facility.

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H. Staff, Including Contracted Staff Assigned to the Facility, BGS Staff, and Volunteers

DOC staff shall search and inventory any tools or equipment brought into the secure portion of the facility by BGS staff, contracted staff assigned to the facility, and volunteers, upon entrance and departure. Only tools necessary to perform the task at hand may be brought into the secure portion of the facility.

Correctional Facility Searches

1. Staff may:
 - a. Search any area or item in a correctional facility at any time, including items individuals request to bring into the secure portion of the facility;
 - b. Search the possessions of individuals entering a correctional facility, including visitors, volunteers, and others. This may include possessions on the individual's person.
 - c. Employ tools to aid with inspections and searches, including trained dogs, cellphone detectors, mirrors, metal detectors, or other devices; and
 - d. Be assisted by law enforcement in these inspections or searches.
2. The CFSS, or designee, or a facility staff member higher in the chain of command, may search the possessions of employees and contracted staff entering a correctional facility. This may include possessions on the individual's person.
3. When an individual who is not incarcerated is searched prior to entering the secure portion of a correctional facility:
 - a. Staff may:
 - i. Ask the individual to remove outerwear for a closer visual inspection;
 - ii. Ask the individual to empty all pockets; and
 - iii. Search bags, briefcases, tool bags, or other items or property the individual intends to bring into the secure portion of the facility. This search may include a facility staff member handling the item for close inspection.
 - b. Staff shall not:
 - i. Physically touch the individual being searched to determine if a prohibited item is on the person; or
 - ii. Use force on any individual who is not incarcerated for the purposes of conducting the search.
 - c. In cases when staff have reasonable suspicion that an individual being searched has a prohibited item concealed on the person or in the individual's possession, but the search has not revealed a prohibited item, the facility staff member shall notify the CFSS.

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- i. The CFSS may deny the individual entry to the facility if there is reasonable suspicion that the individual has a prohibited item concealed on the person or in possessions.
 - ii. In cases when the individual being searched is a staff member, the CFSS shall contact the Superintendent immediately.
 - d. Staff shall deny entry to the secure portion of the facility to any individual who refuses to comply with these inspections or searches.
4. Except as outlined in division b. of this subsection, staff shall not inspect an individual's personal items or property if the individual is not requesting to bring them into the secure portion of the correctional facility.
- a. If a staff member is concerned about a personal item or property, or its contents, the staff member may direct the individual to return the items or property to a vehicle or remove it from the facility grounds.
 - b. The Superintendent may authorize staff to visually inspect all vehicles and property on the facility grounds.
5. Whenever an illegal item is discovered during the course of a search in a correctional facility, facility staff shall:
- a. Notify the Vermont State Police; and
 - b. Complete an incident in OMS, in accordance with the policy on incident reporting, to document the situation.

Security Body Scanner (SBS)

- 1. Staff shall only use an SBS in accordance with this policy. Staff shall not frivolously use an SBS in situations when there is no security benefit or interest. Only facility staff members who have been trained the proper use of the SBS shall be a designated operator.
- 2. Staff shall use an SBS to conduct a search of:
 - a. Individuals when they are first admitted into a correctional facility from the community, in accordance with the criteria outlined under the Searches Criteria Heading of this policy;
 - b. All incarcerated individuals transferred from an out-of-state correctional facility;
 - c. Incarcerated individuals being transported, when the transport is designated as high risk or when being transferred from one or when being transferred from one Vermont correctional facility to another:
 - i. Before the transport; and
 - ii. At the conclusion of the transport;

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- d. Incarcerated individuals being transported for:
 - i. A SANE exam; or
 - ii. Unscheduled off-site medical care, unless this is determined to be inadvisable owing to the individual's medical condition;
 - e. Any incarcerated individual prior to being placed on dry cell status; and
 - f. Incapacitated persons who are lodged in a correctional facility when reasonable suspicion exists that the incapacitated person is in possession of items that would constitute a safety or security threat to the person, others, or the operation of the facility.
3. Staff may use an SBS to conduct a search of incarcerated individual based on reasonable suspicion that the individual is in possession of items that would constitute a safety or security threat to the incarcerated individual, others, or the operation of the facility.
4. Whenever staff use an SBS to conduct a search based on reasonable suspicion:
- a. The staff member requesting the search shall consult the CFSS whenever reasonable suspicion for a body scan may exist.
 - b. The CFSS or someone higher in the line of authority shall decide if reasonable suspicion exists and, if so, may give permission for the body scan.
 - c. The CFSS shall then create an incident in OMS, describing the facts that led to the decision to conduct a body scan, in accordance with the policy on incident reporting.
5. Staff shall not use an SBS to conduct a search of incarcerated individuals, or incapacitated persons who are lodged in a correctional facility, with certain health conditions.
- a. Prior to using an SBS for an incarcerated individual or an incapacitated person lodged in a correctional facility, staff shall ask if the individual:
 - i. Is pregnant;
 - ii. Is undergoing, or has recently undergone, chemotherapy or radiation therapy;
 - iii. Has a pacemaker or defibrillator; or
 - iv. Uses a mobility device, and cannot stand unassisted for enough time to conduct the body scan.
 - b. Staff shall not use an SBS to conduct a search of an incarcerated individual who answers "yes" to any of the above questions.
 - c. Staff may request contracted health services staff to verify that any of the above restrictions apply to a specific individual. In cases when verification is not possible, staff, in consultation with the Superintendent, may use an SBS to conduct a search of the individual.

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6. Staff shall not use an SBS to conduct a search of:
 - a. Staff;
 - b. Visitors to a correctional facility; or
 - c. Incarcerated individuals being transported to or from court, except when otherwise permitted under this Heading.
7. Staff shall not subject an incarcerated individual to more than sixty-two (62) SBS searches during any one-year period. Prior to each SBS search, staff shall ensure this limit has not been reached. If it has, the staff member shall consult with the CFSS or someone higher in the line of authority to determine how to proceed.
8. Staff operating an SBS shall ensure:
 - a. The SBS is set to the high-dose setting;
 - b. The incarcerated individual being searched is positioned facing away from the source of radiation;
 - c. All individuals other than the incarcerated individual being searched are in the radiation exclusion zone; and
 - d. The SBS screen is oriented so it is not viewable by anyone other than the designated operator.
9. If the designated operator needs assistance while reviewing a scan, the assistance shall come from someone of the same gender as the individual being scanned, unless there is reasonable suspicion and the scan indicates that the individual may have contraband in a body orifice.
10. Staff shall only use SBSs or review body scans:
 - a. When directly related to their current job duties;
 - b. When specifically authorized to do so; and
 - c. In accordance with the gender considerations outlined in [Section A., Gender Considerations under the Considerations for Searches and Drug Screening Observations Heading.](#)
11. Staff shall complete all required training prior to operating an SBS, and shall be retrained annually. The training shall follow the topics listed in the "Personnel Training" section of the American National Standards Institute publication "ANSI/HPS N43.17-2009 Radiation Safety for Personnel Security Screening Systems Using X-Ray or Gamma Radiation" and include information on:
 - a. How to safely operate an SBS;
 - b. When SBS searches are authorized and required; and
 - c. The conditions of SBS use, as outlined in this policy.
12. The Superintendent or designee shall:
 - a. Ensure that any SBS used in the facility has successfully completed an on-site acceptance test by the manufacturer; and

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- b. Maintain the registration of all SBSs in the facility with the Vermont Department of Health (VDH).
- 13. The DOC Radiation Safety Officer shall ensure that the DOC is compliant with APA Rule 13-140-030, entitled “Radiological Health Rule” and promulgated by the VDH. This shall include ensuring that:
 - a. Registration is maintained for each SBS;
 - b. Required records are maintained, including the 10-year retention of records related to the radiation exposure of incarcerated individuals and staff;
 - c. Required documents are posted by each SBS, including:
 - i. The SBS VDH registration certificate;
 - ii. A notice describing the Radiological Health Rule and the SBS operating procedures, and where they can be examined; and
 - iii. Any violation notices received, in accordance with the Radiological Health Rule;
 - d. Required maintenance is performed and documented for each SBS;
 - e. Any required exposure notifications are made; and
- 14. Each site operating an SBS is complying with all safety and other requirements of the Radiological Health Rule.

Search Refusals

A. Incarcerated Individuals

- 1. In cases when an incarcerated individual refuses to comply with any search, staff shall engage the individual using verbal de-escalation skills and attempt to get compliance by explaining why the search is necessary and the process for the search.
- 2. In cases when an incarcerated individual refuses to comply with a clothed search:
 - a. Staff shall notify the CFSS; and
 - b. The CFSS shall evaluate the situation and the level of compliance of the incarcerated individual and shall determine next steps, which may include an SBS or unclothed search.
- 3. In cases when an incarcerated individual refuses to comply with an SBS search:
 - a. Staff shall not use physical force to compel an individual to undergo an SBS search.
 - b. Staff may take disciplinary action against an incarcerated individual who refuses to comply with an SBS search, in accordance with the policy on

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responding to an incarcerated individual's behavior that violates facility rules.

- c. The CFSS may place the incarcerated individual on dry cell status.
- 4. In cases when an incarcerated individual refuses to comply with an unclothed search:
 - a. The CFSS shall evaluate the situation and determine next steps, which may include:
 - i. Placing the incarcerated individual on dry cell status;
 - ii. Pursuing disciplinary action, in accordance with the policy on responding to an incarcerated individual's behavior that violates facility rules;
 - iii. Placing the incarcerated individual in administrative segregation or disciplinary segregation; or
 - iv. A planned use of force to conduct an unclothed search, in accordance with the policy on use of force.
 - b. In cases when the individual presents an immediate threat of harm to self, others, or the security of the facility, the CFSS may carry out an emergent use of force to conduct an unclothed search, in accordance with the policy on use of force.

B. Visitors, Volunteers, and Contractors, Including BGS Staff, Subcontractors, and Contracted Health Services Staff

- 1. Staff shall not physically force a visitor, volunteer, or contractor, including a BGS staff or subcontractors and contracted health services staff, to submit to a search.
- 2. If a visitor, volunteer, or contractor refuses to submit to, or comply with, a search or inspection, the staff member conducting the search or inspection shall deny the individual entry to the secure perimeter of the correctional facility and notify the Superintendent.

C. Staff

- 1. Staff shall not physically force a staff member to submit to a search.
- 2. If a staff member refuses to submit to, or comply with, a search or inspection, the staff member conducting the search or inspection shall:
 - a. Deny the staff member entry to the secure perimeter of the correctional facility; and
 - b. Notify the Superintendent immediately.
- 3. Staff members who refuse to submit to, or comply with, a search or inspection may be subject to disciplinary action.

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Training

Staff shall be trained in how to conduct searches in compliance with this policy. The training will include the topics of:

1. Respectful searches and communication, including:
 - a. How to conduct searches in a trauma-informed manner;
 - b. The use of advanced communication techniques (ACT);
 - c. How to conduct searches in a gender-responsive manner; and
 - d. Matters of compliance with regard to certain groups (e.g., incarcerated individuals who have a developmental disability, incarcerated individuals designated as having a serious functioning impairment (SFI), individuals with a language access need, juveniles);
2. How to determine reasonable suspicion;
3. Search procedures, including:
 - a. The types of searches, and when each type is required, authorized, and prohibited;
 - b. The procedural steps of conducting a search; and
 - c. How to use necessary equipment during a search (e.g., metal detector, handheld device (e.g., wand), body scanner);
4. Procedures to follow if an individual refuses a search; and
5. Special considerations for searches, including:
 - a. Gender considerations;
 - b. Age considerations;
 - c. Religious considerations; and
 - d. Considerations related to disabilities.