

POLICY AND PROCEDURES

NUMBER: 812

SUBJECT: Facility Shakedowns

ACA STANDARDS: 4-ALDF-2C-01

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 5/01, 10/04
2/12, 9/14, 12/15, 11/17



I. POLICY

The St. Louis County Department of Justice Services shall facilitate the systematic interior searches in all areas of the facility to detect contraband, weapons, breaches in security, vandalism, maintenance problems and to promote the safety and security of the staff, visitors and inmates.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Unit Managers, the Superintendent of Security and all Custody staff are responsible for the following procedures.

III. DEFINITIONS

Contraband: Includes but is not limited to:

- A. Any item which is not specifically issued to an inmate or approved by the facility staff. (Example: tobacco, lighters, etc.)
- B. Any item which has been altered for purposes other than those originally intended. (Example: mop handle, sharpened toothbrush, etc.)
- C. Any item or literature, (including pornographic material) that can be categorically expected to encourage violence or disruptive behavior in inmates or threatens the safety, order or security of the facility. (Example: lock picking, bomb making books, etc.)
- D. Nuisance contraband: Approved and issued items in excess of authorized amounts. (Example: extra uniforms, sheets, pillows, etc.)

Shakedown: A systematic search of an inmate and his/her living quarters and any areas that an inmate has access to; or any area within the secure perimeter of the facility.

- A. Routine Shakedown: Search conducted on a regular basis, but scheduled at irregular intervals according to the Security Manager or Unit Manager.
- B. Unscheduled Shakedown: Search conducted because there is reason to believe that an item or condition exists in a particular area of the facility that could endanger the safety, security or peaceful operation of the facility.
- C. Random Cell/Area Search: Search of a cell or any area of the facility performed at random.

Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

IV. PROCEDURES

- A. Shakedown Authorization
 - 1. Cell searches may be initiated by any custody officer at any time or if there is reason to believe there is a breach of security, weapons, escape devices or other contraband.
 - 2. Unscheduled area searches (lockdown search of an entire area) will be authorized by the Watch Commander and/or Supervisor of the area.
 - 3. Weekly scheduled shakedowns will be authorized by the Watch Commanders and area Supervisors.
 - 4. Daily scheduled shakedowns in the Laundry, Waste Management, Warehouse, Transportation and health Care Clinic will be determined by the officer in charge of the area and his/her immediate Supervisor.
 - 5. Scheduled area searches (lockdown search of an entire area) will be authorized and scheduled by the Superintendent of Security or Unit Manager.

B. General Procedures

1. All shakedowns shall be conducted with due regard for the dignity of the individual and in accordance with facility procedures.
2. Shakedowns shall not be conducted for the purpose of inmate harassment.
3. Officers shall report any security breach discovered during a shakedown, to the immediate supervisor and prepare an Incident Report listing the details.

C. Housing Areas

1. General:

- a. The Superintendent of Security will be responsible for an annual schedule. The Watch Commander on duty will assemble adequate staff required to perform an efficient shakedown of a unit.
2. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
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4. Cell Searches:

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I. Shakedown Documentation

1. All officers conducting an area/lockdown shakedown shall complete a Shakedown/Contraband Inventory Form. (See Attachment #1 & 2)
2. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
3. Any officer discovering contraband in an inmate's possession or cell shall complete an Incident Report to begin inmate disciplinary procedures.
4. All contraband discovered in a search will be properly disposed of or secured for evidence by the officer responsible for the discovery. (See Policy #841 Contraband Control)
5. The officers performing the shakedown shall complete and submit the following to the Unit Manager (for housing areas) or Superintendent of Security (for non-housing areas) upon completion of a shakedown:
 - a. Shakedown/Contraband Inventory Form (See Attachment #1 & 2)
 - b. Incident Reports (if needed)
 - c. Maintenance/Repair form (if needed).