

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE: HOUSING SEARCHES INTEGRITY AND WELFARE CHECKS**

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**C-575**

<b>EFFECTIVE:</b>	<b>REVIEWED:</b>	<b>REVISED:</b>	<b>UPDATED:</b>
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**APPROVED BY:** Detentions Bureau Chief Deputy Joel Swanson

**REFERENCE:** Title 15, Section 1029, C.C.R. DBPPM C-500, DBPPM P-200  
PREA §115.13, §115.15,

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### **POLICY**

The Detentions Bureau recognizes that incarcerated person housing area searches are an effective means of locating contraband and facility damage within detention facilities, which poses a threat to facility security and the safety of staff and incarcerated people.

The Detentions Bureau also recognizes that searches may intrude upon an individual's privacy. Thus, a balance is required between promoting facility security and safety and the need to limit the invasion of a person's privacy interests.

This policy shall be followed to effectively promote facility security and safety in a manner that does not violate state and federal constitutional rights against unreasonable searches and privacy invasions.

### **DEFINITION(S):**

- **Ad-seg Welfare Check:** An inspection of an administratively separated incarcerated person and their cell. The supervisor or staff member will ensure the incarcerated person is not living in poor conditions, is practicing good hygiene, and determine if the incarcerated person needs a mental health referral. If needed, the incarcerated person's cell is sanitized, and the incarcerated person is encouraged to shower.
- **Welfare Check:** An inspection of an incarcerated individual and their cell when circumstances arise beyond a safety check to check on an incarcerated individual's well-being, e.g., a report is received to check on a specific individual or a staff member observes a deterioration in hygiene. The supervisor or staff member will ensure the incarcerated person is not living in poor conditions, is practicing good hygiene, and determine if the incarcerated person needs a behavioral health referral. If needed, the incarcerated person's cell is sanitized, and the incarcerated person is encouraged to shower.

- **Cell/Housing Search:** A search of an area or housing area for contraband and safety/security hazards. During the search, a deputy searches for weapons, drugs, excess laundry, uncollected meal trays, excess property and anything which may pose a security or health risk to the facility such as jail made alcohol (pruno), etc.
- **Cell/Housing Integrity Check:** An inspection of a cell or housing area to ensure the area is structurally sound, and there is no damage that jeopardizes the facility security or safety of the occupants assigned to the housing area.
- **Contraband:** Incarcerated people are allowed to possess only the type and quantity of items authorized by the Sheriff. All other items are deemed contraband. This includes but is not limited to:
  - Jewelry (including jail-made items, unless not removable)
  - Items not sold or provided by commissary
  - Excess of one-half cubic foot of combustible materials (e.g., papers, books, newspapers, magazines, greeting cards, letters)
  - Money
  - Any electrical or musical instrument
  - Cell phones
  - Makeshift weapons of any type
  - Tattoo-making implements
  - Jail-made alcohol (pruno)
  - Perishable foods or liquids not consumed within 15 minutes of meal service
  - Clothing or bedding beyond standard issue or that has been destroyed or modified in any way
  - Medication in excess or that is not prescribed
  - Any other item that is an inherent threat to the security, safety and good order of the facility

#### **DIRECTIVE #1**

Staff will code all search reports properly, with a narrative to support the JMS code(s) selected.

- 4020 Cell/housing search
- 4063 Ad-seg welfare check
- 4064 Welfare check
- 4067 Cell integrity check for structural damage

**DIRECTIVE #2:**

Staff entering an opposite-gender housing area to conduct a housing search will make announcement and document in accordance with DBPPM P-200.

**DIRECTIVE #3:**

If any damage is identified, a maintenance request must be submitted to be repaired as soon as possible. If damage is deemed to prevent the safe inhabitation of the incarcerated person, that person will be rehoused until adequate repairs can be made.

**DIRECTIVE #4:**

The shift supervisor will review a recent event log involving cell searches and cell/housing integrity checks and choose four cells to inspect. The supervisory inspections will be documented in the Lerdo Facilities Event Log and the floor deputy logbook. Supervisors will ensure housing areas are free of graffiti, trash, and security and health risks.

**Procedure A:** Cell/housing and integrity searches will be conducted a minimum of at least once per month for each incarcerated person cell.

**The housing deputy and assisting deputy(s) will:**

- Log the search in the floor deputy logbook;
- Enter the date of the search and JMS incident report number on the facility log.
- Staff will conduct a pat-down search of all incarcerated people housed in the areas to be searched as outlined in DBPPM C-500, Procedure A.
- Ensure the search is completed in a professional manner showing due respect for the incarcerated person's personal property;
- Ensure legal mail is only opened and searched in the presence of the incarcerated person it is addressed to;
- Seize all contraband;
- Inspect the integrity of the cell and document any damage;
- Submit maintenance requests for any damage located during the search;
- If the damage requires the housing area to be closed, initiate incarcerated person movements and notify staff of the closure;

**The shift sergeant will:**

- Conduct an inspection of recently searched cells for contraband and cell deficiencies during each shift.
- Document the supervisor inspection of searched cells in the floor deputy logbook;
- Complete an event log entry to document the above listed searches, results of the search, and actions taken including relevant case numbers.
- Complete an event log entry to document the supervisor cell inspection, results of the search, actions taken, and relevant case numbers.
- Ensure the incarcerated person discipline processes are utilized, and the incarcerated person hearing process is completed.
- In the absence of a sergeant, the seniors on duty will assume the shift sergeants responsibility.
- Thoroughly review and approve associated incident reports to ensure all contraband and inmate property was accurately documented.