
TEXAS DEPARTMENT OF CRIMINAL JUSTICE
Inter-Office Communication

TO: UNIT WARDENS

FROM: NATHANIEL QUARTERMAN, Correctional Institutions Division Director

DATE: October 24, 2008

SUBJ: *Search and Contraband Procedures for All Persons Entering a Correctional Unit*

Introduction

The Texas Department of Criminal Justice's zero-tolerance policy regarding contraband shall be enhanced at all correctional facilities. Pat down searches of all persons entering a unit have been authorized based upon the reasonable suspicion that contraband has been introduced into the unit.

Purpose

Establish enhanced guidelines to eliminate the introduction of contraband at TDCJ correctional facilities.

Searches

ALL PERSONS entering a unit shall be searched utilizing a metal detection device. After the metal detector search, these persons shall be pat searched by an officer of the same gender. If during the pat search suspicious areas are noted, a supervisor shall be called to determine if further investigation is warranted. If further investigation is necessary, the supervisor shall call the Duty Warden to determine if the employee or visitor must be taken to a private area to have a same gender supervisor resolve the issue by allowing the person to remove sufficient clothing to resolve the issue. The Duty Warden shall report any of these instances to the Deputy Director for Prison and Jail Management office for tracking the following:

Date and Time of Search
Name of Person Performing the Search
Name of Person Searched
Whether the Person Was Cleared or Not Cleared
Items Found
Resolution of the Search

Employees who refuse a search will be subject to action according to Personnel Directive PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees." Refusal of a search by a visitor of an offender shall be handled as outlined in Section I., G. of the *Offender Visitation Plan*.

The following procedures shall be utilized for pat searches:

To repeat, male officers shall search males and female officers shall search females. Cross-gender searching of employees and visitors is prohibited.

- a. If the person is wearing a jacket, smock, or cap/hat; have the person remove these items. Physically search the items and set them aside.
- b. The person will remove all items from all pockets. The searching officer shall examine the contents and place them aside.
- c. Have the person face away from the searching officer with his/her arms fully extended outward from his/her sides.
- d. The searching officer shall physically examine the shirt collar. Pat and squeeze the collar from the center outward to the tips of the collar. For employee searches, be aware of possible exposed collar insignia pins.
- e. Using both hands, simultaneously feel along the neckline of the shirt area and apply a slight squeeze while performing the pat down.
- f. Before beginning to pat search the front chest and stomach area, the searching officer must position themselves to one side of the rear of the person.

Place right hand on center area of back while beginning to feel from neck area down the chest area toward the waist. Reposition on the other rear side and place left hand on the center area of the back while beginning to feel from neck area down the chest toward the waist.

NOTE: When pat searching a female person across the chest, the searching officer will use one hand at a time while maintaining the positioning of the other hand in the small of the back. Using the backside of a bladed hand, start at the center of the chest. Utilizing the back of this hand, the searching officer shall go under the breast and around to the side of the breast and the side of the body. Placement of the hands should be alternated to search the other side of the chest area.

- g. After leaving the front chest area, position hands to cup and feel over and under, sliding your hands toward the person's hand. Then reposition hands to cup right arm starting at front and rear shoulder, feeling sides of arms while sliding hands toward person's hand.
- h. After pat searching the person's arms, use both hands to feel along the back of the neck. Then using both hands go down both sides of the back to the small of the back to the waistline.
- i. Squeeze the waistband with your hands simultaneously along the person's waistline from front to back.

NOTE: Procedures in the following paragraph apply to pants, slacks and shorts.

- j. Place left hand on small of the back, feel the front of the person's front thigh. Feel the right buttock area (rear-side); place right hand in the small of the back, cup left hand along inner thigh of person's right leg making sure to extend up in the groin area. After checking the groin area and the inner part of the right leg place the left

hand in the small of the persons back using the right hand proceed down the outer part of the right leg to the ankle area.

NOTE: Procedures in the following paragraph apply to dresses and skirts.

- k. A person wearing a dress or skirt shall be pat searched by moving the hand along the outside of the dress or skirt, across the front of the leg, back of the leg, and outside part of the leg. Moving the searching hand along the inseam area of the leg shall not be authorized.
- l. Have the person remove their footwear. Physically inspect the footwear.

NOTE: If a person objects to any portion of these search procedures, discontinue search and contact a supervisor immediately.

Parole Commissioners and Law Enforcement shall be allowed to bring a professional briefcase into a unit but the briefcase shall be thoroughly searched. An attorney or designated representative may bring briefcases, attaché cases, computer laptops, and personal digital assistants for the visit. However, these electronic devices may not be used to communicate with a third party during the visit. Attorneys or designated representatives may also bring a tape recorder into the visitation area to be used only for taking notes of the interview with the offender and for recording the conversation between the attorney or designated representative and the offender, but for no other purpose. Attorneys and designated representatives are prohibited from bringing portable telephones, wireless communication devices, or other electronic equipment not noted in TDCJ rules and regulations into the unit. The Warden may open and inspect any item (e.g., briefcases, attaché cases, and tape recorders), but only in the attorney's or designated representative's presence and only for the purpose of detecting contraband. For additional procedures regarding attorney visits please refer to Board Policy (BP)-03.81. Senior Wardens may approve additional persons who have a need to bring briefcases on the unit. The Senior Warden shall develop an authorized briefcase list and this list must be provided at the unit entry points.

Parole and Classification file containers shall be allowed in what currently is being used, but the container and files will be searched.

Any employee or contract employee whose duty assignment is located outside of the unit fenced perimeter (Agriculture, Facilities and Maintenance, trusty camp, etc.) shall be subject to random searches as outlined in these procedures.

Cell Phones

Authorized Government-issued cell phones shall be allowed on a unit but must be logged in and out of the unit documenting the following information:

- Persons Name
- Wireless Service Provider
- Agency Represented
- Destination on Unit
- Time in and Out

Employee Time

Employees shall still be required to meet their shift time schedules. No overtime shall be paid for an employee to clear a search point.

Food and Drink

All employees shall be allowed to bring in snacks and food items inside a clear inspectable 1 gallon Ziploc™-type bag or the clear 1 gallon bag sold in the unit commissary. Individually wrapped items such as candy bars and food packages must be unwrapped and placed inside the clear 1 gallon bag. Smaller clear bags may be put inside the 1 gallon clear bag. Water and non-alcoholic beverages shall be in clear containers that have not had the seal broken. No canned drinks of any kind may be brought into a unit. Can drinks purchased inside a unit and taken outside the perimeter shall remain outside the unit. Sandwiches must be able to be inspected by having the employee display the content layers of the sandwich. Coolers on chain buses shall be removed prior to entering the back gate sallyport. The bus shall reload the cooler upon exiting the back gate sallyport.

Money

Employees may bring in up to twenty dollars. Wallets are allowed if they can be searched and scanned. Exceptions shall be made for transportation drivers (bus, fleet or delivery) who are on travel status.

Search Gloves

Employees may bring in search gloves if the gloves can be searched or scanned.

Feminine Hygiene Items

Feminine hygiene items shall be able to go through metal detectors or wand searches without an alert.

Medical Waivers

Persons with a medical condition which could trigger a metal detector alert shall need to produce a doctor's note to the Warden detailing the condition that causes a metal detection alert. Medically approved items that are removable shall be searched. Reporting and control of medical prescriptions shall be in accordance with PD-17, "Drug Free Workplace."

Multiple Entry Facilities

Procedures for allowing employees to enter a unit at other unit entry points other than the front door shall be determined by the Regional Director but shall follow all of the above guidelines.

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