

## FACILITY SEARCHES/AREA AND ROOM INSPECTION: DAMAGE CONTROL

- AUTHORITY:** California Penal Code Section 4030  
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Sections 1360 and 1510  
Administrative Directive
- RESCINDS:** Procedure Manual Item **3-7-001**, dated **08/18/23**
- FORMS:** Special Incident Report (ICMS)  
Damage Chart (F057-6254)  
Maintenance Request (F057-6201)
- PURPOSE:** To establish standards when conducting facility searches and damage control inspections. Additionally, to provide staff with safety guidelines to minimize possible exposure to infectious blood/body fluids.

### I. GENERAL INFORMATION

- A. The facility administrator shall develop and implement written policies and site-specific procedures for the maintenance of an acceptable level of cleanliness, repair, and safety throughout the facility.
- B. The facility administrator shall develop and implement written policies and procedures governing the search of youth, the facility, and visitors.
- C. All staff need to be aware of the potential presence of contraband or any other unauthorized item within the facility. Youth may attempt to bring such items into the facility during the intake process, upon returning from temporary release, or from visitors. Youth may also make potential weapons from screws, nails, wire, combs, brushes, etc.
1. Contraband is considered any unauthorized item, weapons, drugs, tobacco, matches, lighters, tools for escape, tattooing implements, etc.
  2. There is also the possibility that such items could be obtained from within the **facility** itself via school classrooms, **vocational** classes, tool boxes, unit storage areas or staff's personal property.
- D. Effective searches of facility premises are necessary to maintain a secure, safe and healthy environment for youth and staff.
- E. The presence of these unauthorized items may present the potential for self-inflicted injury, as well as injury to other youth and/or staff. It is imperative that staff take necessary action to confiscate any such items.
- F. Searches should be conducted:

1. On a regular basis to maintain an environment free of contraband.
  2. Whenever staff have reason to believe contraband is being concealed.
  3. Under specific circumstances as detailed below.
- G. Regard for the youth's dignity and personal property must be exercised at all times during the search. At no time will a youth's room or property be strewn around or "trashed".
- H. Directors may request assistance from the Probation Department K-9 unit and their handlers to assist and conduct searches. **If Probation K-9 is not available, other law enforcement K-9's can be utilized.**
- I. Notice will be posted clearly for all visitors at all facilities informing them that their person and property are subject to search, including search by trained dogs, in addition to the consequences of bringing contraband into a facility. Actual searches will be limited to property and items brought into the facility by visitors.

II. PROCEDURES FOR FACILITY AND ROOM SEARCH

- A. Room searches will be conducted on a daily and random basis, or when unit staff have reason to believe that unauthorized items may be in the youth's rooms.
- B. Before searching the room, develop a systematic plan for accomplishing this search and obtain a flashlight, mirror or whatever tools are needed.
- C. The searcher must have the youth out of the room and in an area supervised by another staff after the youth has been searched. Staff may not enter a room occupied by a youth without another staff standing by. Care must be taken to "key back" the door to a disengaged position to prevent staff from being locked in the room. Upon entering the room with **latex/nitrile** gloves on, the following areas (applicable to the facility) must be closely checked/examined:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



■ [REDACTED]  
■ [REDACTED]  
■ [REDACTED]

- H. Within the unit, all [REDACTED] must be checked.
- I. Do not allow the youth to enter areas which have been checked and found to be "cleared" of contraband unless the youth have also been searched. Staff need to minimize youth movement during this interim and not allow them access to those areas not yet **searched**.
- J. Youth can [REDACTED] only after this area and the youth have been searched. To prevent delays, [REDACTED] area should be searched first.
- K. Staff are to **document** in the **Integrated Case Management System (ICMS)** all searches conducted. Each note will contain as much detailed information as is necessary.
- L. The need for additional documentation, or Special Incident Report (SIR), will be at the discretion of the Division Director or designee. All SIRs covering a unit search should include:
  - 1. A statement covering the necessity of the search.
  - 2. Action taken for supervision during the search.
  - 3. **If youth are placed in their rooms, the length of time the youth spend in their room as a result of the search (must also be documented in ICMS).**

### III. DAMAGE CONTROL AND PROCEDURES

- A. Consistent damage control efforts are necessary to maintain a clean and comfortable environment for incarcerated youth and Probation staff.
- B. To the extent possible, individual youth should be held personally responsible for the damage they cause (i.e., clean or repair the damage, make restitution, return to court if the damage was substantial).
- C. Staff will inspect each area/room daily for damage and cleanliness.
- D. Chart the damage on the appropriate form (Damage Chart). Initial and date the form.
  - 1. If repairs are needed, submit a Maintenance Request.
  - 2. If the damage is caused by a malicious act, prepare and submit an SIR. The youth is to receive consequences that will return the damaged area to its original state, if possible. The youth may also be charged with 594 PC, Malicious Mischief **and/or ordered to pay restitution by the Court.**

E. Cleanliness of the room and outside area, damage, and contraband, are to be charted on the appropriate form, which is used in conjunction with the unit program.

F. Areas to be checked include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

10. If controlled substances are found during inspection, refer to PMI 3-7-003 Disposition of Contraband, for direction.

11. All of the above areas are to be checked for graffiti.

G. When charted damage has been repaired, record it on the appropriate form **and in ICMS**.

H. Staff are to note in the Integrated Case Management System that room/damage inspection has been completed, as well as **areas and** the results.

I. Staff **shall** randomly search a minimum of [REDACTED] daily for untidiness, contraband, damage, graffiti and **adherence** to facility rules.

#### IV. OFFICER SAFETY/UNIVERSAL PRECAUTIONS/

A. Staff are expected to utilize universal precautions while conducting a search of any kind. Penetrating injuries are known to occur, even within a facility setting, and puncture wounds or needle sticks in particular pose a hazard during searches. The following precautionary measures will help to reduce the risk of receiving a puncture wound:

B. Use caution at all times.

- C. Utilizing a flashlight, even during daylight hours, to search hidden areas. Whenever possible, use flashlights to search such areas **as** under commodes, beds, lockers, etc.
- D. Always wear protective gloves.
- E. Not all types of gloves are suitable for conducting searches. Only latex/**nitrile** gloves provide maximum protection regarding body fluids.
- F. If staff should sustain an injury, particularly a puncture wound, while conducting a search, report the injury immediately to a supervisor. The reporting procedures articulated in PMI 1-3-304 Workers' Compensation (Employee Injuries, Accidents, Blood/Body Fluids Exposure) are to be implemented without delay.

V. PROCEDURE FOR CANINE NARCOTICS SEARCHES

- A. At no time will the canine be allowed to come within [REDACTED] of youth and/or their visitors.
- B. When the canine is used to assist during visiting, all items brought in by visitors for youth in custody will be [REDACTED] searched according to procedure. The canine will then examine the articles.
- C. When the canine is used to search units/rooms, youth must not be in the area being searched.
- D. In the event the canine identifies an item as containing drugs, staff will conduct a complete search of the item. When contraband is found, the following will occur:
  - 1. Visiting
    - a. The DO will be notified immediately.
    - b. The DO will [REDACTED] visitor.
    - c. The DO and/or facility administrator will determine [REDACTED]
    - d. The Division Director, Assistant Division Director or **Duty Officer/ Supervising Probation Correctional Officer (DO/SPCO)** will determine the [REDACTED]
    - e. An SIR shall be submitted to the Division Director **or designee**, Supervising Probation Officer (SPO) of the Special Supervision Division and the youth's assigned DPO.
  - 2. Facility/Unit/Rooms
    - a. **The DO/ SPCO will be notified and present during the follow up if a canine alerts to something.**
    - b. The Division Director, Assistant Division Director or **DO/SPCO** will determine the [REDACTED]

- c. An SIR shall be submitted to the Division Director **or designee**, Supervising Probation Officer (SPO) of the Special Supervision Division and the youth's assigned DPO.

**REFERENCES:**

Procedures:	1-3-304	Workers' Compensation (Employee Injuries, Accidents, Blood/Body Fluids Exposure)
	3-2-009	Supervising Youth of the Opposite <b>Gender</b>
	3-7-003	Disposition of Contraband
Policies:	D-7	Search and Seizure
	F-7	Personal Property of Minors in Juvenile Institutions
	G-3	Building Security and Safety

**E. Bieger**

**APPROVED BY:**