



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM* <input checked="" type="checkbox"/> REVISED		SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND		
EFFECTIVE DATE 06/03/91		*TERMINATION DATE		
CLASSIFICATION #4508	SUPERSEDES 4500R	DATED SEE BELOW	DISTRIBUTION A	PAGE 1 OF 35 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		AUTHORIZED BY THE COMMISSIONER		
SIGNATURE		SIGNATURE		

I. INTRODUCTION

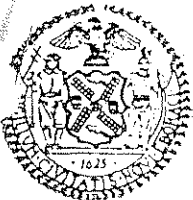

The presence of contraband within a correctional facility endangers the safety and security of the facility, its employees, visitors, inmates, and the surrounding community.

II. PURPOSE

The purpose of this Directive is to establish policy and procedures for the control of and search for contraband. This Directive also regulates inspections and searches of an inmate's person, living quarters, and any areas in or around a correctional facility.

III. POLICY

- A. Promoting, introducing and possessing contraband in a correctional facility is a violation of Sections 205.20 and 205.25 of the Penal Law of the State of New York, and violators are subject to penalties pursuant to those laws.
- B. Heads of facilities and divisions shall issue an institutional order(s) effecting the procedures contained in this Directive and a copy of said institutional order(s) shall be issued to all uniformed and civilian employees assigned to the command.
- C. The management of each facility and division shall prohibit and remove contraband through routine searches of:
 1. All areas of the facility including facility perimeter areas;
 2. Inmate living quarters and inmates' persons;

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 2 OF 35 PAGES	



III. POLICY (cont'd)

3. All incoming and outgoing packages;
 4. All incoming mail (see Directive 4001R - Inmate Correspondence for procedures regarding the handling of inmate mail);
 5. All arriving and departing vehicles;
 6. Routine searches of visitors, employees or any person entering and leaving the facility.
- L. In accordance with the provisions of this Directive, inmates are entitled to appeal the confiscation of any item of personal property, including property confiscated from incoming packages, correspondence and publications. Each inmate shall be apprised of the procedures for making such appeals.
- E. A list of Permitted Items (Attachment A) shall be contained in the Inmate Rule Book or Handbook (in English or Spanish) to inform inmates of the items and quantity of those items which they are permitted to have in their possession. The list shall also be posted in facility visiting areas, receiving rooms and institutional law libraries. (Note: Until such time as an updated Rule Book or Handbook is available, the list shall also be posted in inmate housing areas.) Each facility shall ensure that sufficient quantities of the list are available at all times.
- F. Inspections and searches must be carried out as specified in this Directive. All searches and inspections must be conducted in a professional, orderly and careful fashion.
- G. The searching of an inmate's person is an effective and necessary method of discovering and deterring the introduction of contraband. Although such searches must be thorough, they must be conducted with respect for the inmate's person and his or her individual dignity.

IV. DEFINITIONS



When used in this Directive, the terms listed below have the following meanings:

- A. "Commanding Officer" means the Warden or the Chief Executive Officer of a Correctional Facility or Division.
- B. "Contraband" means any article which:
 1. Is prohibited under any law applicable to the general public and for which the possessor is liable to prosecution;

	INVESTIGATE 06 03 91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4505		
	DISTRIBUTION A	PAGE 3 OF 35 PAGES	

IV. DEFINITIONS (cont'd)

2. Could reasonably be considered capable of causing physical injury by being used as a weapon;
3. Could reasonably be considered capable of causing physical injury by constituting a potential fire or health hazard. Food purchased in the commissary, legal materials or other papers or publications within the allowable quantities specified in this Directive shall presumptively be considered acceptable. However, food which is not adequately protected against spoilage or insect or rodent infestation may be considered a health hazard; moreover, papers or paper products which are not neatly stored or are stored in excessive quantities can constitute a health hazard because they may present a breeding ground for vermin or present a fire threat;
4. Is an illegal drug or a drug which has neither been prescribed by authorized facility health care providers nor is on the approved list of Permitted Items (Attachment A). Inmates may also possess non-prescription analgesic medication (i.e., Tylenol or other brands of acetaminophen tablets) which have been distributed by Departmental personnel per existing institutional orders. Excessive amounts of Department-issued Tylenol found in an inmate's possession shall be considered contraband;
5. Contains a toxic or caustic agent (e.g., lye, alcohol, anti-freeze, etc.) or any other chemical or compound not permitted to be brought into a correctional facility;
6. Is not on the approved list of Permitted Items (see Attachment A) or is in excess of the amount authorized by the quantity limitations specified in Attachment A. The quantities of items enumerated in Attachment A shall apply to all facilities except the hospital prison wards which are subject to the provisions of the consent order in Reynolds v. Sielaff, 81 Civ. 107. However, in unusual circumstances, they shall be subject to reduction if in the opinion of the head of an institution the quantities pose a unique and substantial threat to the safety or security of that institution. Any institutional variation in the quantities listed below should be documented in an institutional order promulgated pursuant to this Directive and must be approved by the appropriate Division Chief and the Chief of Department. Notice of such variations shall be posted in all inmate housing areas, visiting areas, dayrooms and the receiving room of the affected facility. Any proposed change that impacts on a consent decree issue must be referred to the Legal Division and Compliance Unit for review.



	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 4 OF 35 PAGES	

IV. DEFINITIONS (cont'd)

7. Is a publication containing specific instructions on the assembly, manufacture or use of dangerous weapons or explosives, plans for escape, manufacture of keys, mechanical functioning of locking devices, alarm systems, etc. Publications which simply describe firearms or accessories available for purchase shall not be considered contraband.
 - a. This section is intended to exclude any publication or portion of a publication that would instruct, inform or teach an inmate reader how to make, build, construct, assemble, or fabricate a weapon or explosive. It is also intended to exclude any publication or portion of a publication that would instruct, inform or teach an inmate reader how to employ or make use of a dangerous weapon or explosive.
 - b. This section is not intended to exclude a manufacturer's catalogue that describes firearms and accessories available for purchase from an authorized firearms dealer. The mere fact that the publication describes products and other publications relating to firearms or contains an advertisement of an instructional manual for purchase by mail does not automatically render the publication excludable.
8. Is posted or affixed to any wall, window, exterior of any locker or to any other item of Departmental property. Inmates shall be permitted to display personal or other photographs or pictures on the top of their assigned desks or on the inside of their assigned lockers, provided they are not affixed with toothpaste or other vermin-attracting material.
- C. "Deputy Warden for Security" means the employee in charge of security services for a correctional facility.
- D. "Inmate" means any detainee or sentenced inmate, male or female.
- E. "Supervisory Officer" means any uniformed employee above the title of Correction Officer.

V. PROCESSING OF NEWLY ADMITTED INMATES: SEARCH AND CONFISCATION PROCEDURES



- A. Upon initial entry into a Departmental facility, newly admitted inmates shall be required to surrender all items of personal property, which shall undergo a security examination. (For procedures to be followed when searching clothing, see Section XI. of this Directive.) After conducting the examination, the employee processing the property shall apprise the inmate of the items that he or she is not permitted to retain.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 5 OF 35 PAGES	

V. PROCESSING OF NEWLY ADMITTED INMATES: SEARCH AND CONFISCATION PROCEDURES
(cont'd)



NOTE: If an inmate is not being admitted into a facility but is only being held in the receiving room pending transfer to another facility within the Department, the inmate is entitled to keep all items of personal property except those items which involve a criminal offense (including illegal drugs) or are weapons or are capable of being used as weapons which can inflict physical injury. If the possession of the confiscated weapon would not otherwise constitute a criminal offense, such weapons shall be transferred to the institution where the inmate is being housed and shall be receipted and stored along with the inmate's other personal property. Prescription medicine not prescribed by authorized facility health care providers shall also be taken from inmate(s) in transit, and the inmate shall immediately be taken, along with the medication, to the facility clinic for physical examination on a priority basis. The examining physician should then determine whether the medication should remain with the inmate while in transit. Inmates in court pens whose prescription medicine has been taken from them in accordance with the above should be taken immediately to the parent facility clinic for such priority physical exams. All other inmate property, including retained contraband, shall accompany the inmate to the facility to which he/she is being admitted for housing, where it shall be confiscated, identified, receipted and stored pursuant to the provisions of this Directive.

- B. An inmate is entitled to keep all Permitted Items, as described in Attachment A, except those articles which are required to be purchased only through the commissary. Upon intake, the latter shall be confiscated and receipted, as described below.
- C. Upon admission to a facility, prescribed medication is to be taken from an inmate, but shall accompany the inmate to the facility clinic at the time of the inmate's admission physical examination. The facility shall ensure that due care is taken so that any inmate requiring medication is seen forthwith by facility medical personnel.
- D. Confiscation/Safekeeping & Procedures.
 - 1. Any property which is unauthorized for retention or which the inmate desires to surrender for safekeeping, shall be enumerated on the Property Receipt (Form #111R-85) and placed in the Property Envelope (Form #111A) by the employee receiving the property.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 6 OF 35 PAGES	

V. PROCESSING OF NEWLY ADMITTED INMATES: SEARCH AND CONFISCATION PROCEDURES
(cont'd)

- a. The inmate shall sign his/her name and the date on the face of the envelope, acknowledging surrender of the items. The employee will clearly print his/her name and I.D. number, in ink, in the appropriate sections of the envelope and the Property Receipt.
- b. The original (white) copy of the Property Receipt will be given to the inmate. The duplicate (yellow) copy will be placed in the Property Envelope (111A). The third (pink) copy will remain in the book as the facility's permanent record.
- c. Bulk items that are too large to insert in the Property Envelope, shall be properly identified and labeled with the property receipt number (as it appears on Form #111R-85), name and commitment number of the inmate and description of the item(s) including all items contained within the bulk item. Items so stored shall be designated on the Property Receipt form as such, e.g., pocketbook/Bulk, with the contents contained within the bulk item, if any, specified on the receipt.
- d. The Property Receipt number shall be entered on the inmate's Detention Record (Form #239) by the employee receiving the property.
- e. All property surrendered shall be placed in the intake areas property safe (or other secure area designated by the Commanding Officer if there is no safe) and remain there until it is forwarded to the Cashier's Office where it will be secured and safeguarded.
- f. At the conclusion of each tour of duty, the employee receiving the property shall note the following information on the back of the triplicate copy of the last used receipt contained in the Property Receipt book:
 - i. Date;
 - ii. Tour;
 - iii. Starting receipt # - ending receipt #;
 - iv. Total number of property envelopes stored;
 - v. Name/I.D.# of employee.



	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 7 OF 35 PAGES	

V. PROCESSING OF NEWLY ADMITTED INMATES: SEARCH AND CONFISCATION PROCEDURES
(cont'd)

2. Procedures to be followed when no property is surrendered to the Department.
 - a. If an inmate neither has property that is unauthorized for retention nor desires to surrender property for safekeeping, a Property Receipt (Form #111R-85) must still be completed in the manner specified in paragraph (1) above (including the inmate's signature), except that:
 - i. The receipt, under "Description of Item," shall be clearly marked "NO PROPERTY TAKEN" and the remainder of the blank space in that section of the form should be crossed out so that no further entries can be made;
 - ii. The duplicate (yellow) copy of the property receipt shall be placed in the inmate's Institutional Folder.
 - b. If it becomes necessary to store property belonging to an inmate who had no property at the time of admission (and was thus issued a receipt marked "NO PROPERTY TAKEN"), a new receipt shall be issued and processed in conformance with the procedures outlined in paragraph (1) above.

E. Jewelry



1. Inmates shall be advised that jewelry may be kept during incarceration subject to the restrictions below; however, due to the possibility of theft, it is advisable to surrender the item(s) for safeguarding pending release from custody of the Department. "Jewelry" is defined as any ornamental piece such as a ring, necklace, bracelet, earrings, wrist or pocket watch, costume jewelry, brooch, cameo, insignia or medal. "Religious jewelry" is defined as jewelry of recognized religious significance.
 - a. Inmates are permitted to keep and receive wedding rings and religious jewelry of the size and type typically worn in civilian situations including those made of white or yellow metal (including gold and silver) and small stones.
 - b. Except as provided in subparagraph (a) above, inmates cannot keep or receive jewelry:
 - i. Which is obviously expensive (the purpose of this is to decrease the risk of theft or theft-related violence);

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 8 OF 35 PAGES	

V. PROCESSING OF NEWLY ADMITTED INMATES: SEARCH AND CONFISCATION PROCEDURES
(cont'd)

- ii. If there is a reasonable likelihood that the article will be used as a weapon;
 - iii. Which is large and hollow and presents a substantial and obvious potential for the concealment of contraband; or
 - iv. Of a particular type repeatedly found to have been used to hide contraband.
- c. Inmates cannot keep jewelry if their mental condition, as determined by a mental health professional, precludes the possession of any item which may be used to harm themselves and there is a determination made that the item of jewelry that inmate possesses would present such possibility of injury.
- d. If an inmate elects to keep authorized jewelry, a Waiver of Liability (Form #437A) shall be completed and signed by the inmate and witnessed by a Supervisory Officer. A copy shall be given to the inmate and the original filed in the inmate's Institutional Folder (Record Envelope - Form #111B).
- e. When jewelry is held for safekeeping in the Inmate Property Envelope (#111A), the jewelry shall be described on the Inmate Property Receipt (#111R-85) as follows, for example:
 - i. One (1) yellow metal ring with white stones;
 - ii. One (1) white metal "Bulova" watch with yellow expanding band.

Note: When describing jewelry, the terms "gold," "silver," "diamonds," etc. should not be used. Rather, the metal or stones should be identified by color, as in the examples above. Brand names should be put in quotation marks to indicate that the item is labeled as such.
- F. An inmate shall be allowed to appeal the confiscation of any personal property (including jewelry) taken upon admission or thereafter except the confiscation of controlled substances and weapons. Appeals shall be submitted to the Inmate Grievance Resolution Program in accordance with the procedure described on the back of the inmate's copy of the Property Receipt. See Section XII. of this Directive for a more complete description of the appeals process.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 9 OF 35 PAGES	

V. PROCESSING OF NEWLY ADMITTED INMATES: SEARCH AND CONFISCATION PROCEDURES
(cont'd)

- G. All currency shall be confiscated upon admission. Checks, money orders, foreign currency, etc. shall be placed into the inmate's property and receipted as such; provided, however that upon the request of the inmate any checks or money orders in his/her possession may be mailed out of the institution. Cash (except for antique or commemorative coins, which shall be placed into the inmate's property and receipted as such) shall be deposited in the inmate's commissary account and the inmate given a receipt (Form #111). Bills over \$20 in face value are to be marked with the Cash Receipt number in the upper right hand corner of their reverse side.

Note: Money received from inmates shall be processed in accordance with the procedures outlined in Directive #1500R - Standard Operating Procedures for Receipt, Disbursement and Accounting of Inmate Cash Funds.

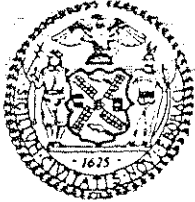

- H. Upon completion of the new admission procedures, each inmate shall be given a Strip Frisk With A Visual Body Cavity Search by a correction officer of the same gender as the inmate in accordance with the procedures described in Section VI.D. of this Directive. The officer conducting the search shall sign his/her name and shield number in the appropriate section on the inmate Detention Record (Form #239).

VI. BODY SEARCH PROCEDURES

A. Metal Detector Search

1. A "Metal Detector Search" is a search which requires the inmate or visitor:
 - a. To walk through a metal detector; or
 - b. To have a hand-held metal detector passed over the individual's person.

The procedures and circumstances for conducting such a search are described in Sections VI.(B)(2), VII.(C)(13), VIII.(B) and X.(B) of this Directive.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 10 OF 35 PAGES	



VI. BODY SEARCH PROCEDURES

B. Pat Frisk

1. A "Pat Frisk" is a search of an inmate's person and his clothing while the inmate is clothed, except that an inmate may be required to remove his or her coat, hat, shoes and socks and turn his/her pockets inside out. The search shall include searching into the inmate's clothing. The pat frisk is done to determine whether the inmate is in possession of concealed weapons or contraband secreted under or within the inmate's clothing, and is not to be conducted to harass or punish an inmate.
2. A Pat Frisk shall be conducted on inmates:
 - a. To be interviewed by Departmental personnel outside the inmate's housing area or members of the Board of Parole.
 - b. Going to and returning from outside work details. (These inmates must also be subjected to a Metal Detector Search.)
 - c. When there are reasonable grounds to believe an inmate is in the possession of contraband.
 - d. When going to court and when entering court facilities. (These inmates should also be subjected to a Metal Detector Search.)
 - e. At any other time it is necessary for reasons of facility security.

Note: To the extent possible, inmates should be pat frisked whenever they leave or enter a housing area.

3. The Pat Frisk shall be conducted as follows:
 - a. The search is conducted by patting the outer clothing over the entire length of the inmate's body and examining the seams and pockets of the inmate's clothing. Except as provided for in paragraph (b) below, the inmate's skin shall be touched only at the shirt sleeves and collar. The search shall require the inmate to run his/her fingers through his/her hair under the observation of a correction officer in order to insure that weapons or other contraband are not secreted in the hair. At the discretion of the Officer, a Transfrisker may be used to check for contraband in an inmate's hair.



	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 11 OF 35 PAGES	

VI. BODY SEARCH PROCEDURES (cont'd)

- b. To perform a pat frisk, the correction officer stands behind the inmate and asks the inmate to raise his/her arms. Then the Officer runs his/her thumbs under the inmate's collar, runs his/her hands across the top of the inmate's arms, comes back under the inmate's arms to the armpits and down the inmate's sides to the waist. The officer then runs his/her finger around the inmate's waistband, runs his/her hands down the outside of the inmate's legs and up the inside of the inmate's legs to and including the crotch. The officer then reaches around and pats the inmate's chest and back and checks any remaining pockets. In conducting a pat frisk, officers shall strive to preserve the dignity of the inmate being searched.

Note: Pat Frisking of Female Inmates Wearing Skirts - The Officer conducting the frisk shall run her hands up the inside of the inmate's legs on the outside of the skirt without the placing of hands under the skirt. If the nature of the skirt prohibits an effective pat frisk, the inmate shall be removed to an area providing privacy and where the inmate will be required to lift the skirt in the presence of a female Officer.

- c. Male officers may not pat frisk female inmates absent an emergency situation where staff/inmate safety would be compromised or where there is reason to believe the inmate possesses contraband and the circumstances require immediate action in the absence of a female officer. In such emergency circumstances, if the inmate to be searched is wearing a skirt which necessitates the placing of hands under the skirt for a thorough search every effort shall be made for the officer to wear gloves while conducting the frisk.
- d. Female officers may pat frisk male inmates. However, in conducting a pat frisk of a male inmate, female officers shall avoid the anal-genital area absent an emergency situation where staff/inmate safety would be compromised or where there is reason to believe the inmate possesses contraband and the circumstances require immediate action in the absence of a male officer.



	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 12 OF 35 PAGES	

VI. BODY SEARCH PROCEDURES (cont'd)

- e. Female staff shall not pat frisk a male inmate whose Inmate Identification Card (236AR) identifies him as a Muslim, absent an emergency situation where staff/inmate safety would be compromised or where there is reason to believe the inmate possesses contraband and the circumstances require immediate action in the absence of a male officer. Female staff shall also refrain from pat frisking a male Orthodox Jew who objects to being pat frisked by female staff, absent an emergency situation where inmate/staff safety would be compromised or there is reason to believe the inmate possesses contraband and the circumstances require immediate action in the absence of a male officer. When male staff is not available to conduct routine pat frisks of such inmates, the inmate shall be instructed to remain in the immediate area until male staff is available to conduct the pat frisk.
- f. A Pat Frisk may be conducted on a visitor only pursuant to the guidelines established in the "Visitor Searches" section (Section VIII. below).

C. Strip Frisk Without a Visual Body Cavity Search

1. A strip frisk without a visual body cavity search is a visual inspection of the armpits, oral cavity, ears, nose and navel while the inmate is undressed. This search shall not involve visual inspection of an inmate's anal or vaginal cavity, or require the inmate to spread his/her buttocks, or lift his/her genitals or breasts. This inspection may involve directing the inmate to perform a deep knee bend in order to expel any contraband which may be secreted in the anal or vaginal cavity. This procedure may also include conducting a search of the inmate's wearing apparel after clothing has been removed, including the ripping, tearing, and/or cutting of the clothing. The procedures and circumstances for conducting such a search are described in Section XI.
2. A strip frisk without a visual body cavity search may be conducted at the discretion of the facility whenever an inmate is entering or leaving the confines of the facility, a maximum security or punitive segregation housing area, or whenever an entire facility is being searched. A strip frisk without a visual body cavity search must be conducted when inmates are:
 - a. Returning to a facility after having left the confines of the facility for purposes outside the control of the Department, including but not limited to:
 - i. Returning from court, a hospital or outside medical

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 13 OF 35 PAGES	

VI. BODY SEARCH PROCEDURES (cont'd)



- ii. Returning from a work release program;
- iii. Returning from a funeral, cemetery, wake or visit to a critically-ill relative.

- b. Going to and returning from visits and counsel room visits (except that a strip search of a general population inmate will not be required upon going to a non-contact visit);

Note: An inmate returning from a visit who is found to be in possession of a weapon, escape paraphernalia or illegal drugs shall not be returned to his/her cell until a thorough search of the inmate's living quarters and belongings is conducted. (For procedures to be followed, see "Living Quarters Search," Section VII(C) below.)

- c. When an individual area of a facility or living quarters is being searched;
 - d. When a metal detector search indicates the presence of a metallic object upon the inmate's person and such object cannot be found by means of a pat frisk. (Note: To lessen the need for strip frisks in such situations, a hand-held metal detector shall first be used to isolate the area where the metal object is located.)
3. Only personnel of the same gender as the inmate being searched and who are essential for security reasons shall be present during a Strip Frisk Without a Body Cavity Search. Whenever possible, a supervisory officer shall be present during such searches.
 4. A strip frisk without a visual body search will not be conducted to harass or punish an inmate and shall be conducted in the most dignified and least obtrusive manner possible. As far as possible, it shall be conducted in an area which provides privacy and does not permit other inmates or persons not involved in the search to observe the inmate while undressed.

Note: Nothing in this section shall be construed as prohibiting a strip frisk without a visual body cavity search in a facility corridor when an incident involving weapons, or resulting in injuries which may have been caused by weapons, has occurred. Provided, however, that such corridor searches shall only take place if the preservation of evidence or the safety of the facility would be compromised by performing the strip frisk in an alternative location.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 14 OF 35 PAGES	



VI. BODY SEARCH PROCEDURES (cont'd)

5. Each facility shall conspicuously post signs (Form 440A) in English and Spanish in its housing areas, receiving room and visit search area informing inmates of the circumstances and procedures that are to be followed in conducting a strip frisk without a visual body cavity search. Each facility shall also ensure that sufficient quantities of these notices are available at all times.

D. Strip Frisk With a Visual Body Cavity Search



1. A strip frisk with a visual body cavity search includes all procedures permitted for a strip frisk without a body cavity search, and also includes a thorough visual inspection of an inmate's genital and anal cavities while the inmate is standing with his/her legs spread and body bent forward at the waist. This search shall not include any probing or touching of the vaginal or anal cavities. Except for the searching of new admissions to a facility, in which case the search procedures may be performed by a correction officer without the presence of a supervisory officer, a strip frisk with a visual body cavity search shall not be performed without the authorization and presence of a supervisory officer. A strip frisk with a visual body cavity search may involve require an inmate to lift the breasts. When performed, such searches shall be conducted in private by personnel of the same gender as the inmate. The search shall be conducted in the most dignified and least obtrusive manner possible. No one else shall be present at such a search except those personnel who are essential for security reasons.
2. A strip frisk with a visual body cavity search is permitted only when:
 - a. Processing new admissions into a facility;
 - b. A supervisory officer has knowledge of specific articulable facts which reasonably leads to a conclusion that an inmate is concealing contraband in his or her genital or anal area.

Note: If a correction officer has knowledge of specific facts which reasonably leads the officer to a conclusion that an inmate is concealing contraband in his or her genital or anal area, the officer shall immediately inform his or her supervisory officer and isolate the inmate until the supervisory officer arrives.

	EFFECTIVE DATE 06.03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 15 OF 35 PAGES	

VI. BODY SEARCH PROCEDURES (cont'd)

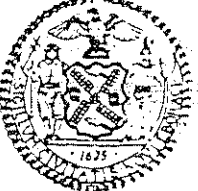

3. The strip frisk with a visual body cavity search shall be conducted as follows:
 - a. The search shall take place in an area which provides privacy and does not permit other inmates or persons not involved in the search to observe the undressed inmate;
 - b. No persons except those personnel of the same gender as the inmate being searched and who are essential for security reasons shall be present during the search. The supervisory officer authorizing the search, provided he or she is of the same gender as the inmate, shall be present during the search. If the supervisory officer is not of the same gender as the inmate being searched, another supervisory officer of the same gender as the inmate shall be assigned;
 - c. The search shall include all elements of a strip frisk without a body cavity search and shall also include a thorough visual inspection of the inmate's genital and anal cavities, while the inmate is standing with his/her legs spread and body bent forward at the waist. The search shall not include any probing or touching of the vaginal or anal cavities. During a Strip Frisk With a Visual Body Cavity Search, an inmate may be requested to lift the breasts.
4. Each facility shall conspicuously post signs (Form 440A) in English and Spanish in its housing areas, visit search room and receiving room informing inmates of the circumstances and procedures which are to be followed in conducting a strip frisk with a visual body cavity search. Each facility shall ensure that sufficient quantities of these notices are available at all times.
5. Immediately after a search is conducted, the search documentation should be completed:
 - a. New admissions only: The officer conducting the search should enter his/her name and shield number in the appropriate space on the back of the Inmate Detention Record (Form #239). If contraband has been discovered, the officer who has conducted the search shall prepare a Visual Body Cavity Search Report (Form #443) in the manner outlined in paragraph (b) directly below, except that in such cases the officer rather than a supervisory officer shall sign the form.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 16 OF 35 PAGES	

VI. BODY SEARCH PROCEDURES (cont'd)

b. All other Strip frisks with a visual body cavity search:

- i. The supervisory officer authorizing the search shall prepare and complete a Visual Body Cavity Search Report (Form #443);
 - ii. On the form, the supervisory officer shall affirm in writing the reasons, circumstances and findings of the search. A sworn statement by the officer or supervisory officer with direct knowledge of the underlying basis for the search shall also be included;
 - iii. The form shall then be presented to the inmate for his/her signature. If the inmate refuses to sign, such refusal shall be noted and an employee other than the searcher and the person preparing the form shall sign as a witness to the refusal beneath the space provided for the inmate's signature;
 - iv. A copy of the completed form shall be given to the inmate and a copy shall be maintained in a file in the institution's security office. The original copy shall be maintained and preserved in the inmate's institutional folder.
6. The following procedures should be adhered to if a visual body cavity search reveals the presence of contraband:
- a. The inmate shall be asked to remove the contraband by him/herself;
 - b. If the inmate refuses to remove the contraband, such refusal shall be noted on the Visual Body Cavity Search Report. The inmate will then be escorted to the facility medical clinic where medical staff are to be informed of the observed presence of contraband in the inmate. Medical personnel will then inform the inmate of the potential danger to the inmate's health if the contraband is not removed should such danger exist;
 - c. A determination will then be made by medical personnel whether the inmate must remain in a clinic/hospital setting until the contraband is passed.



	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 17 OF 35 PAGES	

VII. FACILITY SEARCHES

A. Overall Search

1. An overall search is the search of the complete facility.
2. An overall search of a facility may be undertaken only after the Commanding Officer consults with and receives authorization from the Chief of Department or his/her designee. There must be a specific reason for requesting the search which should be directly related to the facility's safety and security. The request and the authorization shall be confirmed in writing. Any search authorized prior to written confirmation shall be subsequently confirmed in writing.
3. The Chief of Department or his/her designee shall schedule and coordinate the overall search with the Division Chief in charge of that facility.
4. When the overall search has been authorized and scheduled, the Commanding Officer must ensure that it is carried out by designated personnel under close supervision. The search should be scheduled to minimize disruption of regular operations and accomplished in the shortest time possible.
5. A permanent record shall be kept of all overall searches including those conducted pursuant to a Mutual Assistance Plan call-out. This record shall contain the following information:
 - a. Date and time of search;
 - b. Officers assigned and areas searched by each officer;
 - c. Complete description of any contraband found (including the name of the inmate from whom the contraband was seized, the area/cell where the contraband was found, and the name of the employee finding the contraband) and action taken with the contraband;
 - d. Action taken against inmate found with contraband;
 - e. Name and signature of the supervisory officer in charge of the search.

This record shall be kept on file in the office of the Deputy Warden for Security at the facility where the search was conducted. In addition, a summary report of the Overall Search shall be forwarded to the Chief of Department.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 18 OF 35 PAGES	



VII. FACILITY SEARCHES (cont'd)

B. Area Search

1. An Area Search is the search of a specified area of a facility other than inmate living quarters (e.g., dayroom, shop area, kitchen, mess hall, etc.).
2. Each Commanding Officer shall develop an Area Search schedule which shall insure that each area within a facility is searched on a frequent and regular basis. Area Searches shall be scheduled to minimize disruption of regular operations and completed in as short a time as practice. This schedule shall be developed in conjunction with the Living Quarters Search schedule described in the following section. This schedule shall be kept strictly confidential and shall not be shared with persons other than the Tour Commander and the Deputy Warden for Security prior to a scheduled search of an area.
3. The Deputy Warden for Security shall assign a sufficient number of correction officers, under the direction of a supervisory officer, to conduct an Area Search. Prior to conducting such a search, the supervisory officer in charge of the search team shall brief all search party officers on proper search procedures as prescribed in this Directive.
4. The results of an Area Search shall be documented and reported to the Commanding Officer as soon as possible. A permanent file of the documentation of all such searches shall be maintained in each facility.



C. Living Quarters Search

1. A Living Quarters Search is a search of an inmate's living quarters with or without the inmate being present.
2. Each Commanding Officer shall develop a Living Quarters Search schedule which shall insure that each housing unit within a facility is searched on a regular and frequent basis. This schedule shall be developed in conjunction with the Area Search schedule described in the preceding section. This schedule shall be kept strictly confidential and shall not be shared with persons other than the Tour Commander and the Deputy Warden for Security prior to a scheduled search. Routine searches of living quarters shall be scheduled at times when most inmates are likely to be present in their respective living quarters.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION: A	PAGE 19 OF 35 PAGES	

VII. FACILITY SEARCHES (cont'd)

3. The Deputy Warden for Security shall assign a sufficient number of correction officers, under the direction of a supervisory officer, to conduct a Living Quarters Search. Prior to conducting such a search, the supervisory officer in charge of the search team shall brief all search team officers on proper handling of inmate property as prescribed in this Directive.
4. An Institutional Search Logbook shall be kept as a permanent record of all Living Quarters Searches. This record shall contain the following information:
 - a. Date and time of search;
 - b. Living quarters searched;
 - c. Officers assigned and areas searched by each officer;
 - d. Complete description of any contraband found (including the name of the inmate from whom the contraband was seized, the area/cell where the contraband was found, and the name of the employee finding the contraband) and action taken with the contraband;
 - e. Action taken against inmate found with contraband;
 - f. Name and signature of the supervisory officer in charge of the search.
5. Prior to the search of an inmate's living quarters, each inmate shall undergo a strip frisk without a body cavity search to insure that the inmate is not concealing contraband on his/her person. (Inmates assigned to cells shall be searched inside their cells.) During the search, the inmate shall be directed to remove all wearing apparel. After the clothing has been removed the inmate shall submit the clothing to the officer for examination to insure that the clothing contains no contraband. After the Officer has completed the above examination, the clothing shall be returned to the inmate who shall be directed to dress and move to an assigned area (see paragraph 6, below) while the Officer conducts the search of the inmate's living quarters.
6. Living Quarters Searches shall be done in the presence of the inmates physically present in the housing area, who shall be permitted to observe searches of their respective cells or living areas.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 20 OF 35 PAGES	



VII. FACILITY SEARCHES (cont'd)

- a. An inmate who is assigned a cell shall be required to stand outside the cell during the search. Prior to the search, inmates shall be instructed that talking is not permitted during the search, but that if an inmate has a question or problem, he/she should raise his/her hand and a supervisor will respond.
 - b. An inmate assigned to a dormitory shall be required to stand a reasonable distance away from his/her living area during the search. The inmate's living area should be visible to the inmate from where he/she is standing.
 - c. If an inmate attempts to disrupt the search or remove any item during the search, the inmate shall be removed from the area of the search and the search shall be continued without the presence of the inmate.
7. If it is necessary to conduct a Living Quarters Search in the absence of an inmate, such searches must receive prior approval of the supervisory officer and a Notice of Search for Contraband (Form #441A) shall be prepared in duplicate. One copy of the form shall be given to the inmate upon his/her return to the housing area and the other filed in the inmate's Institutional Folder.

- a. A Living Quarters Search of one individual cell-- as distinguished from a cell search of an entire housing area -- may be conducted in the absence of an inmate only upon a showing of good cause approved in writing in each instance in advance by a Captain or higher ranking officer; provided, however, that in a case of imminent danger of bodily harm such a search may be performed without such authorization, in which event a written report explaining the reason for the search and the justification for conducting it without first obtaining authorization shall be made to a Captain or higher-ranking Officer as soon after the search as possible.



Note: After such searches a Notice of Search and Search for Contraband form shall be prepared and distributed in the manner described in the paragraph above.

8. All of the inmate's personal and assigned Departmental property shall be examined carefully. However, an inmate's property should be moved only to the extent necessary to facilitate the search. When contraband is found on an inmate or in the inmate's living quarters, the contraband items shall be removed from the inmate's possession. Depending on the type of contraband found, the following shall occur:

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 21 OF 35 PAGES	



VII. FACILITY SEARCHES (cont'd)

- a. When an inmate is found in possession of items in excess of the amount that he/she is permitted to have (See Attachment A), or is found in possession of items that are not permitted, the items shall be confiscated and the inmate shall be issued a Property Receipt (Form #111R-85), enumerating the items confiscated. The items shall be secured --small items in a separate, marked bag for each inmate, and large items tagged (in accordance with the procedures outlined in paragraph V.(D)(1)(c) above) -- and returned to the inmate upon discharge from the Department's custody;
- i. The Supervisory Officer in charge of the search party shall designate at least one officer as a Property Officer who shall be responsible for issuing and preparing Property Receipts and other necessary forms and reports required by this Directive. Prior to the search the Property Officer(s) should be instructed on how to prepare and issue Property Receipts.
- b. When the contraband found is serious enough to warrant disciplinary action against the inmate, specific mention and description of the contraband must be made on the Report of Infraction form (Form #151).
- c. When the contraband is such that criminal charges may be brought against the inmate, a Supervisory Officer shall immediately be notified. The Supervisory Officer shall initiate the appropriate procedures to preserve the evidence. The confiscated articles shall be forwarded to the Deputy Warden for Security as soon as possible, with a Notice of Search and Search for Contraband (Form #441A);
- d. If the property confiscated is a contraband publication, the procedure described in Section XII.(A)(2)(b) of this Directive, shall be followed;
- e. When the property involved is a picture, photograph or other item hung or affixed to a wall or other unauthorized place the item shall be removed with as much care as is possible, and checked for contraband. If the item is a personal photograph it shall be returned to the inmate with a verbal warning. All other items shall be confiscated.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 22 OF 35 PAGES	



VII. FACILITY SEARCHES (cont'd)

9. Whenever a Living Quarters Search is conducted, the officer in charge of the Housing Unit shall record the following information in the Housing Unit Logbook (see Directive #4514):
 - a. Cells or living quarters searched;
 - b. Date and time of search;
 - c. Name of Supervisory Officer in charge of the search;
 - d. Complete descriptions of any contraband found, including the name(s) of the inmate(s) from whom the contraband was seized, the area/cell where the contraband was found, and the name of the employee who discovered the contraband;
 - e. Description of items of inmate and/or Departmental property damaged, if any.
10. It is the duty of Supervisory Officers to make periodic inspections of Housing Unit Log Books to ensure that the Log Books reflect current and complete information concerning Living Quarters Searches, as set forth in the preceding section.
11. At the end of the search, every effort shall be made to leave the living quarters in the same condition as it was prior to the search. To the extent possible, items are to be returned to the same place and in the same condition in which they were prior to the search. When this is not possible, items shall be placed on the already searched bed in an orderly fashion. Bedding stripped from an already "made-up bed", shall be placed in an orderly manner at the foot of the bed.
12. In cases where inmate property is damaged or lost during a search procedure, the employee involved in the damage or loss shall immediately notify his/her Supervisory Officer and prepare a Notice of Loss or Damage to Inmate Property or Departmental Property (Form #441B).
 - a. The Officer shall submit the form to his/her Supervisory Officer who shall:
 - i. Review it for completeness;
 - ii. Sign the form in the space provided; and
 - iii. Present the form to the involved inmate and obtain his/her signature in the space provided.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 23 OF 35 PAGES	

VII. FACILITY SEARCHES (cont'd)

- b. The inmate shall be given a copy of the form and the original shall be forwarded to the Deputy Warden for Security, who shall place it in the inmate's institutional folder. A copy of the form shall be maintained in a separate file in the Security Office, so that the form will be readily available to Legal Division in the event the inmate files a claim against the City.
- c. The Deputy Warden for Security shall also maintain a log containing the following information:
 - i. Name, number and housing location of inmate whose property was damaged/lost;
 - ii. Description of property damaged/lost;
 - iii. Date the event occurred;
 - iv. Disposition of property (e.g. returned to inmate/date, disposed of/date).
- d. In cases where the property of an inmate sustains damage, the property shall be held for safekeeping by the facility for at least 30 days to allow the inmate an opportunity to inspect the property in the event the inmate elects to file a claim or grievance or the property needs to be produced in an on-going investigation; provided, however, that if an inmate requests the return of the damaged property at any time prior to the end of the 30-day period, the property shall be fully inspected by Security Office personnel, the extent of the damage documented (by a detailed report describing the property and the damage and by, if necessary, the taking of photographs of the property) and the property shall be returned to the inmate forthwith.
- e. If a claim or grievance is filed or an investigation is imminent or in progress, the property shall be retained until such time as the matter is resolved unless the inmate requests the return of the property, in which case the property shall be returned after being processed in accordance with paragraph (d) above. If the retention of the damaged property would hinder the orderly administration of the facility or circumstances are such that the property cannot be preserved, such property shall be handled as directed by the Commanding Officer or the Deputy Warden for Security.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 24 OF 35 PAGES	

VII. FACILITY SEARCHES (cont'd)



13. Searching the "Qur'an". The Qur'an is the Holy Book of Muslims and because of its religious significance, employees shall treat the book with respect. During Living Quarters Searches, the following shall apply to searches which may involve the Qur'an:

- a. After completion of the Strip Frisk Without a Body Cavity Search, the inmate will be directed to show his/her Qur'an to the Officer. The inmate may be directed to open, leaf through or otherwise manipulate the Qur'an until the searching Officer is satisfied that it contains no contraband.
- b. If the visual inspection and manipulation of the Qur'an by the inmate does not satisfactorily preclude the presence of contraband, the Qur'an may be subjected to a search with a hand-held metal detector, with the inmate continuing to hold the Qur'an.
- c. If the metal detector search of the Qur'an does not satisfactorily preclude the presence of contraband and contraband is still suspected, the searching officer may call for Supervisory Officer who may require the inmate to surrender the Qur'an to the Supervisory Officer for a physical search.

D. Random Searches of Living Quarters and Common Areas

1. A minimum of one (1) random search is to be completed each tour at every facility, seven days a week, by a Captain and a minimum of two (2) Officers. Random search targets shall be designated by the facility Commanding Officer.
2. All such random searches shall be documented on a Random Search Report (Form OD/SM 14), copies of which shall be maintained in the facility security office for a minimum of one year. Each facility shall prepare a monthly report of all such random searches conducted during the previous month, including the number of searches conducted each calendar day, by tour, and forward that report to the facility's Division Chief and the Deputy Chief of Security Operations by the 10th day of each month.

E. All searches shall be videotaped. If it is not possible to videotape a search, it shall be noted in the Search Log Book and a written explanation shall be forwarded to the Deputy Warden for Security within twenty-four hours of the search.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION #4508		
	DISTRIBUTION A	PAGE 25 OF 35 PAGES	

VIII. VISITOR SEARCHES

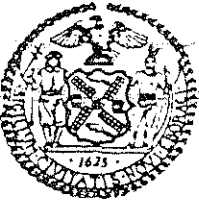

All persons visiting a facility who are not employees assigned to the facility or who do not have Departmental identification (referred to as "visitors") shall be searched for contraband as follows:

A. Preliminary Search

1. Prior to the preliminary search, visitors shall be afforded the opportunity to dispose of any contraband (i.e., weapons or drugs) into a secured "Amnesty Box."
2. Visitors will be visually searched by having to turn their pockets inside out, pull up their sleeves, lift their pants legs, insert their fingers in their waistbands and circle them from front to back, pull down their socks, flip their collars, lift their hair and open their mouths and hands. Women of the Muslim faith shall be taken to a private area where they will be required to submit to this visual search in front of a staff member of the same gender.
3. Handbags and Parcels. Handbags, briefcases and other containers shall be searched. Lockers shall be provided for visitors to secure such items prior to visiting the inmate.

B. Metal Detector Search. Each visitor shall be subject to a metal detector search, involving a walk-through metal detector and/or a hand-held metal detector or Transfrisker.

1. Prior to the metal detector search, the visitor shall be asked to remove all metal items from his/her clothing.
 - a. Metal items which are removed shall be placed in a container where they shall be observed and checked.
 - b. Item(s) which are not permitted in the facility but the possession of which does not constitute a criminal act, shall be returned to the visitor who shall be directed to place such item(s) in a locker.
 - c. Items such as weapons, cartridges or other instruments that may simulate a weapon shall be confiscated and submitted to the Area Supervisor, who shall secure the items and forward them to the Deputy Warden for Security.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 26 OF 35 PAGES	



VIII. VISITOR SEARCHES (cont'd)

Note: Items, the possession of which constitute a crime, will not be returned and shall be transferred to the proper authorities. Upon discovery of such items, existing Department procedures relating to the detention and/or arrest of the visitor shall be followed.

2. Walk-Through Detector. The location of the walk-through detector must be carefully selected and any nearby metal objects must be stationary. The temperature in the area must be between 65° to 100° Fahrenheit.
3. Hand-Held Detector. Each visitor entrance area shall be equipped with a hand-held metal detector. The detector shall be used when:
 - a. The walk-through detector indicates the presence of metal;
 - b. The walk-through detector is not functioning; or
 - c. At the discretion of the search Officer.



NOTE: When passing the hand-held detector over a visitor's clothing, it must be held not more than one-half inch from the clothing of the person being tested.

4. It shall be the responsibility of the Area Supervisor to test walk-through and hand-held detectors to insure proper functioning before processing visitors.
- C. Pat Frisk Searches of Visitors. If a visitor has been checked with a metal detector and a Correction Officer reasonably believes further inspection is necessary to preclude the introduction of contraband (Examples of situations supporting such a reasonable belief include the triggering of the metal detector, a suspicious bulge in the visitor's clothing, confidential information [informant's tip] or visitor's documented history of attempting to bring in contraband.), the following actions shall be taken:
1. The Correction Officer shall immediately notify the Area Supervisor, who shall evaluate the situation to determine if further inspection for contraband is warranted. (If the cause for further inspection is a suspicious item on the visitor's person, the visitor should be given an opportunity to remove it or forego the visit, prior to further action).

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 27 OF 35 PAGES	

VIII. VISITOR SEARCHES (cont'd)

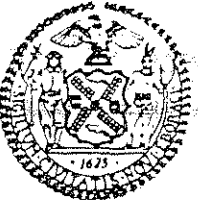

2. If the Area Supervisor determines that further inspection is warranted, he/she shall notify the Commanding Officer (or his/her designee) and, if given approval by the Commanding Officer, shall give the visitor a copy of a Search Consent Report form (Form #439) (The reason for the pat frisk shall be entered on the Search Consent Report by the Area Supervisor.) and verbally inform the visitor:
 - a. That a Pat Frisk Search will be required prior to the visitor having a contact visit with the inmate and the reason for the search;
 - b. Of the nature of a Pat Frisk Search (a description of the search procedure is also printed on the back of Form #439); and
 - c. That if the visitor refuses a Pat Frisk Search, the visitor will be given a non-contact visit unless:
 - (i) the Commanding Officer (or his/her designee) deems it necessary for security reasons, based on reliable confidential information or the presence of a suspicious bulge in the visitor's clothing, that the visit be denied entirely; or
 - (ii) If a Metal Detector Search indicates the presence of a metallic object on the visitor and the visitor does not consent to the Pat Frisk, the visit will be denied entirely. Visitors shall be informed of this policy prior to being asked to consent to the Pat Frisk.
3. If the visitor consents to a Pat Frisk Search, the Area Supervisor shall check the appropriate box on the Search Consent Report form and obtain the visitor's signature on the form prior to conducting the Pat Frisk Search. [Should a Pat Frisk of a visitor under sixteen (16) years of age be necessary, the signatures of the adult accompanying the minor and the minor (if able to write) should be obtained.] The results of the Pat Frisk Search shall then be entered on the form, the form signed by the Area Supervisor and a copy of the form given to the visitor. The original of the form shall be placed in a file for such forms maintained by the Deputy Warden for Programs. A copy of this form shall also be placed in the inmate's institutional folder. (If contraband is found, a copy of the form shall also be forwarded to the Deputy Warden for Security.)

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 28 OF 35 PAGES	

VIII. VISITOR SEARCHES (cont'd)

4. The Pat Frisk Search shall be conducted in accordance with the standards outlined in paragraph VI.B.(3) above.
 - a. During the Pat Frisk Search, the visitor may be required to remove his/her outer garments, coat, hat, shoes and no other items (except as provided for in paragraph (7) below).
 - b. Should a female visitor wearing a skirt consent to a Pat Frisk but because of the nature of the skirt an effective Pat Frisk is impossible, the visitor shall be afforded the option of moving to an area providing privacy and lifting the skirt in the presence of a female Officer. Should the visitor decline to do so, the visitor shall be given a non-contact visit unless the visit is denied entirely pursuant to paragraph VIII.(C)(2)(c) above.
5. If the Pat Frisk Search does not adequately resolve the Area Supervisor's concerns about the possible introduction of contraband, a contact visit may still be denied and a non-contact visit substituted, provided however, that:
 - a. The Area Supervisor explain his/her reasons for the decision in the "Remarks" section of the Search Consent Report form; and
 - b. The Tour Commander concurs with the decision and signs the Search Consent Report form.
6. If the visitor refuses to consent to a Pat Frisk Search, the Area Supervisor shall check the appropriate box on the Search Consent Report form and obtain the visitor's signature. The Area Supervisor will then sign the form and give a copy of the form to the visitor. The original of the form shall be forwarded to the Office of the Deputy Warden for Programs who shall maintain a centralized file for such forms. A copy of the form shall also be placed in the inmate's institutional folder. The visitor will then be provided a non-contact visit with the inmate, unless the visit is denied entirely pursuant to paragraph (3)(c) above.

Note: If a non-contact visit is denied pursuant to paragraph 3(c) above, the reason for the denial shall be entered in the "remarks" section of the Search Consent Report. If a Metal Detector Search has not indicated the presence of a metallic object, but a non-contact visit has still been denied, the Commanding Officer (or his/her designee) shall sign the Search Consent Report.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 29 OF 35 PAGES	

VIII. VISITOR SEARCHES (cont'd)



7. Searching of Headwear (Khemar) Worn by Female Visitors of the Islamic Faith. In cases where a visitor is a female member of the Islamic faith wearing headwear (Khemar), the headwear shall undergo a security inspection by passing a hand-held Transfrisker over the garment while it is being worn. If the Transfrisker indicates the presence of metal or if there is a reasonable belief (see examples listed in Paragraph VIII. C. on page 26) that further checking is necessary to preclude the presence of contraband, a physical search of the Khemar may be conducted pursuant to the following procedures:

- a. A Search Consent Report (Form #439) must be completed as in paragraphs 1-6 above;
- b. If the visitor signs the consent form, the visitor shall be escorted by a female officer to a private area and asked to remove the Khemar, at which time the officer will inspect the Khemar for contraband. At the conclusion of the inspection, the visitor shall be given reasonable time to replace the Khemar before leaving the private area;
- c. If the visitor refuses to sign the consent form, a closed non-contact visit shall be offered, unless the metal detector has been triggered (in which case the visit will be denied per paragraph (2) above).

IX. EMERGENCY SEARCHES



Emergency searches shall be conducted when there are reasonable grounds to believe that dangerous contraband is contained in any area of the facility or its immediate surroundings.

- A. An emergency search must be authorized by a Supervisory Officer, except when there are reasonable grounds to believe that an immediate search is necessary to prevent injury or the destruction of contraband.
- B. Immediately following an emergency search conducted without prior authorization by a Supervisory Officer the Correction Officer shall submit a written report explaining the urgency and results of the search to his/her immediate Supervisory Officer, and record an appropriate entry in the Area Log Book.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 30 OF 35 PAGES	

X. GATE AREA SEARCHES

- A. All areas in a facility which are accessible to the public shall be thoroughly searched for contraband before any inmates are allowed to enter therein.
- B. All delivery, pick-up and service vehicles and their occupants shall be subject to a thorough search, including:
 1. A thorough search of the vehicle which includes a Correction Officer entering the driver's area and other areas of the vehicle for inspection. The inspection shall be as thorough as is required to reasonably ascertain that no unauthorized persons or contraband is present within the vehicle.
 - a. A vehicle search may also include a visual inspection of the undercarriage of a vehicle with the use of mirrors, or the use of a "pit" where one is available.
 2. All occupants of the vehicle may be subjected to a Pat Frisk Search and a Metal Detector Search.
 3. When supplies and materials are of such a nature that they cannot be practically examined at the facility gate, they shall be thoroughly searched when unloaded at the facility.
 4. Supplies and garbage leaving the facility shall be searched by inserting metal probe rods into all containers and piles of refuse.
 5. A Supervisory Officer shall be notified immediately by the Gate Officer when any abnormal situation arises.
 6. All non-facility vehicles passing through a gate shall be registered on the Gate Record of Non-Facility Vehicles (Form #435). The form shall be maintained by the Officer in charge of the gate, who shall enter or shall have entered the following information:
 - a. The date, tour and gate designation;
 - b. The vehicle time in and time out;
 - c. The driver's name and the number of passengers in the vehicle and the destination;
 - d. The vehicle registrant's name and address;

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4509		
	DISTRIBUTION A	PAGE 31 OF 35 PAGES	



X. GATE AREA SEARCHES (cont'd)

- e. The year, make, type and license plate number of the vehicle;
- f. The Officer's name, shield number and signature, and, the name and shield number of any relieving Officer and the time relieved.

XI. SEARCHES OF CLOTHING

Clothing shall be searched whenever an inmate is admitted into a facility or when clothing is received by a facility for delivery to an inmate. The following procedures shall be followed when searching clothing:

- A. All clothing shall be physically inspected, followed by a Pat Frisk or a hand held metal detector search, fluoroscopying or X-ray.
- B. Only when there is reasonable suspicion to believe that contraband is concealed in the clothing and a less destructive means of inspection will not suffice, a Supervisory Officer may authorize that the clothing be taken apart, ripped, torn or cut.
 1. The Supervisory Officer authorizing the taking apart or ripping of clothing shall record his/her reason for such authorization on a Notice of Search and Search for Contraband (Form #441A), a copy of which shall be:
 - a. given to the affected inmate; and
 - b. maintained on file at the facility.
 2. The clothing shall be taken apart in the least destructive manner possible, preferably at the seams.
 3. When clothing is ripped, torn, cut, or otherwise damaged in the course of a search and is not retained for purposes of possible criminal prosecution, the facility shall adequately repair the damaged piece of clothing and return it to the inmate promptly. If the damage to the inmate clothing or Department-issued clothing is irreparable, a Notice of Loss or Damage to Inmate Property or Departmental Property (Form 441A) shall be completed and distributed as provided in Section VII(C)(12), above.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 32 OF 35 PAGES	

XII. CONTESTATION OF CONFISCATIONS OF PROPERTY

A. Whenever an inmate's property is confiscated, the inmate shall be informed of his/her right to appeal the confiscation. (The reverse side of the Property Receipt (Form #111 R-85) provides such notice.)

1. Except for those items listed in paragraph (2) below (the confiscation of which must be appealed directly to the Board of Correction), an inmate may appeal the confiscation of any item of personal property through the Inmate Grievance Resolution Program ("IGRP"). (For a complete description of the IGRP, see Directive #3375R). The appeal shall be submitted on an Inmate Grievance Form (#7101), which shall be available through Grievance Representatives, Housing Unit Aides and at the Grievance Office, and shall be processed, as any other grievance, in accordance with the terms of Directive #3375R.



a. A grievance concerning the confiscation of property may be filed by an inmate at any time after notice has been given of the confiscation. There is no time limit.

b. If the Grievance Resolution Program does not find in the inmate's favor, the inmate may elect to have the item discarded, given to visitors or mailed out at the expense of the inmate. Otherwise, the item, unless perishable, will be placed in the inmate's property (after having been properly receipted).

2. An inmate must appeal the confiscation of certain items directly to the Board of Correction.



a. An appeal to the Board of Correction of confiscated property should be made under the following circumstances:

- i. when property is confiscated from incoming correspondence or packages;
- ii. when property which is alleged to be religious in nature is confiscated;
- iii. when legal documents, books or papers are confiscated;
- iv. when property confiscation results in a limitation of visits; and
- v. when publications are delayed, confiscated or censored for content (see Definitions of Contraband, Section IV(B)(7) of this Directive).

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION #4508		
	DISTRIBUTION A	PAGE 33 OF 35 PGES	

XII. CONTESTATION OF CONFISCATIONS OF PROPERTY (cont'd)

- b. When an item, the confiscation of which is directly appealable to the Board of Correction, is confiscated, it shall be the responsibility of the Office of the Deputy Warden for Security to follow the below-listed procedures:
 - i. The inmate and the Board of Correction shall receive written notification of such confiscation within 24 hours of the confiscation through a Removal of Non-Permissible Item (Form #420 in English, or #421 in Spanish). (See Directive 4002R, Receiving and Sending Inmate Packages).
 - ii. The Department and any person affected by the confiscation may submit to the Board of Correction for its consideration any relevant material in addition to Form 420A. Such material should be prepared in a professional, orderly and careful fashion.
 - iii. The inmate affected by the determination shall give notice, in writing, to the Board of Correction and to the Department of the intent to appeal said determination.
 - iv. The Minimum Standards of the Board of Correction require that it issue a written decision upon the appeal within five business days after it has received written notice of the requested review, or within fourteen days when the property at issue was confiscated from incoming packages or correspondence.
 - v. If the Board of Correction does not find in the inmate's favor, the inmate may elect to have the facility dispose of the confiscated property.



	EFFECTIVE DATE 06/03/91	CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 34 OF 35 PAGES	

XIII. REFERENCES

- A. Partial Final Judgment by Consent, Benjamin v. Malcolm, 75 Civ. 3073 (MEL) (SDNY 1978), and companion final judgments by consent.
- B. Minimum Standards for New York City Correctional Facilities, Board of Correction, City of New York, effective January 1, 1977.
- C. Directive 4002R, Receiving and Sending Inmate Packages, as amended, New York City Department of Correction, effective November 6, 1981.
- D. Operations Order 67/87, Denial or Termination of Inmate Visits: Required Documentation, issued November 9, 1987.
- E. Directive 1500R, Standard Operating Procedures for Receipt, Disbursement and Accounting of Inmate Cash Funds, as amended, New York City Department of Correction, effective August 11, 1983.
- F. Directive 3375R, Inmate Grievance Resolution Program, as amended, New York City Department of Correction, effective March 4, 1985.

XIV. SUPERSEDES

- A. Directive 4500R, Control of and Search for Contraband, as amended, New York City Department of Correction, effective November 6, 1981.
- B. The following Rules and Regulations of the New York City Department of Correction, effective February 1, 1977:
 - 1. Rule No. 4.20.120
 - 2. Rule No. 5.15.010
 - 3. Rule No. 5.20.010
 - 4. Rule No. 5.20.020
 - 5. Rule No. 5.20.050
 - 6. Rule No. 5.20.080
- C. Operations Order 33/84, Control and Search for Contraband: Search Procedures Regarding the Muslim Qur'an, issued November 19, 1984.
- D. Any and all previous Orders and Directives which may conflict with this Directive.

	EFFECTIVE DATE 06/03/91	SUBJECT CONTROL OF AND SEARCH FOR CONTRABAND	
	CLASSIFICATION # 4508		
	DISTRIBUTION A	PAGE 35 OF 35 PAGES	

XV. ATTACHMENTS

- A. Items and Amounts of Property Authorized To Be in the Possession of an Inmate.
- B. Form #111R-85 - Inmate Property Receipt.
- C. Form #420 - Removal of Non-Permissible Item (English)
- D. Form #421 - Removal of Non-Permissible Items (Spanish)
- E. Form #435 - Gate Record of Non-Facility Vehicles
- F. Form #437A - Inmate Waiver to Possess Jewelry
- G. Form #439 - Search Consent Report
- H. Form #440A - Notice-Strip Frisks With and Without Visual Body Cavity Search
- I. Form #441A - Notice of Search for Contraband
- J. Form #441B - Notice of Loss or Damage to Inmate or Departmental Property
- K. Form 443 - Visual Body Cavity Search Report
- L. Form #7101 - Inmate Grievance Form
- M. Form OD/SM 14 - Random Search Report

TO :
SUBJ: 175-0

SENT: 01/13/92 01:10 PM

PRIORITY: 2

TELETYPE ORDERS NO. 175-0

DATE JANUARY 13, 1992

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM MARRON HOPKINS, ACTING CHIEF OF DEPARTMENT

SUBJECT DIRECTIVE 4508 - CONTROL AND SEARCH FOR CONTRABAND

URGENT

1. EFFECTIVE IMMEDIATELY, AND UNTIL FURTHER NOTICE, BABY OIL AS DESCRIBED IN DIRECTIVE 4508 IS NOW CONSIDERED AS CONTRABAND.

2. ANY BABY OIL FOUND ON NEW ADMISSION INMATES, TRANSFER INMATES OR IN INCOMING PACKAGES DESTINED FOR INMATES, IS CONSIDERED CONTRABAND AND TO BE DISPOSED OF ACCORDING TO EXISTING DEPARTMENTAL REGULATIONS.

3. ANY BABY OIL FOUND DURING ANY INSTITUTIONAL SEARCH PROCEDURES IS TO BE CONSIDERED CONTRABAND AND DISPOSED OF.

4. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS SHALL ENSURE THAT THE CONTENTS OF THIS TELETYPE ORDER ARE READ AT 12 (TWELVE) CONSECUTIVE ROLL CALLS.

MARRON HOPKINS
ACTING CHIEF OF DEPARTMENT
BL/CS



RANDOM SEARCH REPORT

FORM OD/SM 14
EFF. 4/8/91

FACILITY:

DATE:

TOUR:

CAPTAIN(S)

NAME

SHIELD #

NAME

SHIELD #

1.

2.

CORRECTION OFFICERS

NAME

SHIELD #

NAME

SHIELD #

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

STAFF INVOLVEMENT

SEARCH LOCATION

SEARCH LOCATION (Be Specific, Housing Area Name, Commissary, Hallway Designation etc.):

INMATE(S) INVOLVED (if any)

NAME

B & C #

NAME

B & C #

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

RESULTS

INDICATE TYPE OF SEARCH (e.g. Area Search, Cell Search, Pat Frisk, Strip Search, etc.):

INDICATE RESULTS (Contraband Found, Infractions Served, Rearrest, etc.):

IF RANDOM SEARCH RESULTED IN AN UNUSUAL INCIDENT AND/OR A
USE OF FORCE, INDICATE C.C.C. AND/OR USE OF FORCE NUMBER:

C.C.C. NUMBER

U.O.F. NUMBER

RANDOM SEARCH CAPTAIN (Print Name, Signature, Shield Number):

DATE:

TOUR COMMANDER (Print Name, Signature, Shield Number):

DATE:

FACILITY MANAGER (Print Name, Signature, Shield Number):

DATE:

REFERENCE:

DISTRIBUTION:

COPY TO FACILITY COMMANDING OFFICER
ORIGINAL TO FACILITY SECURITY OFFICE

TELETYPE ORDERS NO. 175-0

DATE JANUARY 13, 1992

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM MARRON HOPKINS, ACTING CHIEF OF DEPARTMENT

SUBJECT DIRECTIVE 4508 - CONTROL AND SEARCH FOR CONTRABAND

URGENT

1. EFFECTIVE IMMEDIATELY, AND UNTIL FURTHER NOTICE, BABY OIL AS DESCRIBED IN DIRECTIVE 4508 IS NOW CONSIDERED AS CONTRABAND.

2. ANY BABY OIL FOUND ON NEW ADMISSION INMATES, TRANSFER INMATES OR IN INCOMING PACKAGES DESTINED FOR INMATES, IS CONSIDERED CONTRABAND AND TO BE DISPOSED OF ACCORDING TO EXISTING DEPARTMENTAL REGULATIONS.

3. ANY BABY OIL FOUND DURING ANY INSTITUTIONAL SEARCH PROCEDURES IS BE CONSIDERED CONTRABAND AND DISPOSED OF.

4. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS SHALL ENSURE THAT THE CONTENTS OF THIS TELETYPE ORDER ARE READ AT 12 (TWELVE) CONSECUTIVE ROLL CALLS.

MARRON HOPKINS
ACTING CHIEF OF DEPARTMENT
BL/CS



CORRECTION DEPARTMENT
CITY OF NEW YORK

IN DUPLICATE
FORM # 441 A



NOTICE OF SEARCH AND SEARCH FOR CONTRABAND

ITY:	DATE: / /	TIME: Hrs.	HOUSING AREA:
INMATE'S NAME:		BK & CASE #:	CELL OR BED #:

Check applicable box(es)

The undersigned hereby certifies that:

The living quarters ☐
and person ☐
and clothing ☐

of the inmate named above have/has been searched. Contraband found has been noted below and was immediately marked for proper identification. It was delivered to the Deputy Warden for Security. Any damaged Departmental and/or personal property has also been noted and forwarded to the Deputy Warden for Security.

Description of contraband found:

☐ Check here if none found.

Reason for search:

Signature of Officer conducting search:

Rank:

Shield #:

Signature of Supervisory Officer authorizing search:

Rank:

Shield #:

Signature of Supervisory Officer supervising search
(if different from individual authorizing search):

Rank:

Shield #:

DISTRIBUTION: ORIGINAL TO DEPUTY WARDEN FOR SECURITY

DUPLICATE COPY TO INMATE



CORRECTION DEPARTMENT
CITY OF NEW YORK

PREPARE THIS FORM
IN DUPLICATE
FORM # 441 B



NOTICE OF LOSS OR DAMAGE TO INMATE PROPERTY OR DEPARTMENTAL PROPERTY

ITY:

DATE:

TIME:

HOUSING AREA:

INMATE'S NAME:

BK & CASE #:

CELL OR BED #:

Detailed description of loss or damage and circumstances involved:

Signature of Officer conducting search:

Rank:

Shield #:

Signature of Supervisory Officer supervising search:

Rank:

Shield #:

Signature of inmate:

Bk & case #:

Date:

DISTRIBUTION:

ORIGINAL - DEPUTY WARDEN FOR
SECURITY/FACILITY FILES

DUPLICATE COPY - INMATE



SEARCH CONSENT REPORT

FACILITY:

DATE:

TIME:

HOUSING AREA:

Hrs.

INMATE'S NAME:

BK & CASE #:

CELL OR BED #:

VISITOR'S NAME:

1. Before you will be permitted to have your visit, it is necessary for you to undergo a pat frisk search. You have the right to refuse this search. If you do refuse the search, contact visit privileges will be denied and a "closed or booth" visit will be provided in place thereof. Please note, however, that if a metal detector search has indicated the presence of a metallic object on your person and you do not consent to a pat frisk, the visit will be denied entirely.
2. A description of the pat frisk procedure is printed on the reverse side of this form.
3. I understand that I may refuse to submit to a pat frisk search and if I refuse to be searched my visiting privileges will be restricted or denied as outlined in section #1 above.

☐ I consent to a pat frisk search.☐ I DO NOT consent to a pat frisk search.

Signature of visitor:

Date:

Signature of adult accompanying visitor (if visitor is under 16 years of age):

Date:

Signature of Officer:

Rank:

Shield #:

Signature of Supervisory Officer:

Rank:

Shield #:

Reason for pat frisk search:

Results of pat frisk search:

Additional remarks:

DISTRIBUTION:

ORIGINAL - FACILITY FILES
DUPLICATE COPY - VISITOROTHER COPIES IN ACCORDANCE
WITH FACILITY REQUIREMENTS

STRIP FRISKS WITH AND WITHOUT VISUAL BODY CAVITY SEARCH

TRIP FRISK WITH A VISUAL BODY CAVITY SEARCH

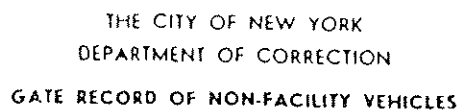
1. YOU SHALL NOT BE SUBJECTED* TO A VISUAL BODY CAVITY SEARCH UNLESS:
 - A. YOU ARE A NEW ADMISSION OR;
 - B. AN OFFICER WITH THE RANK OF CAPTAIN OR ABOVE HAS REASON TO BELIEVE THAT YOU HAVE CONTRABAND HIDDEN IN YOUR ANAL CAVITY OR GENITAL AREA.
2. A "VISUAL BODY CAVITY SEARCH" IS DEFINED AS A VISUAL INSPECTION OF THE GENITALS OR ANAL CAVITY WHILE THE INMATE IS STANDING WITH HIS/HER LEGS SPREAD AND BODY BENT FORWARD AT THE WAIST. THE INMATE MAY ALSO BE REQUIRED TO LIFT THE BREASTS. THE SEARCH SHALL NOT INCLUDE THE PROBING OR TOUCHING OF ANAL OR GENITAL AREAS BY STAFF.
3. IF A VISUAL INSPECTION OF YOUR GENITALS OR ANAL CAVITY IS CONDUCTED YOU SHALL BE GIVEN A WRITTEN NOTICE AS TO WHY (UNLESS YOU ARE A NEW ADMISSION) AND:
 - A. THE VISUAL INSPECTION SHALL BE CONDUCTED BEHIND PRIVACY CURTAINS; AND
 - B. THE INSPECTION SHALL BE CONDUCTED BY A STAFF MEMBER OF YOUR GENDER, AND, IN THE CASE OF NON-NEW ADMISSION SEARCHES, IN THE PRESENCE OF A SUPERVISORY OFFICER OF YOUR GENDER.

B. STRIP FRISK WITHOUT A VISUAL BODY CAVITY SEARCH

1. ALL INMATES SHALL BE SUBJECTED TO A STRIP FRISK WITHOUT A VISUAL BODY CAVITY SEARCH WHEN:
 - A. RETURNING FROM (AND, AT THE DISCRETION OF THE FACILITY, GOING TO):
 1. COURT;
 2. A HOSPITAL OR OUTSIDE MEDICAL CONSULTATION;
 3. A FUNERAL OR HOSPITAL VISIT;
 4. A WORK RELEASE PROGRAM.
 - B. GOING TO AND RETURNING FROM:
 1. A VISIT (EXCEPT GENERAL POPULATION INMATES GOING TO A NON-CONTACT VISIT);
 2. A COUNSEL VISIT.
 - C. AN INDIVIDUAL AREA OF A FACILITY OR LIVING QUARTERS IS BEING SEARCHED.
 - D. A METAL DETECTOR SEARCH INDICATES THE PRESENCE OF A METALLIC OBJECT UPON THE INMATE'S PERSON AND THE OBJECT CANNOT BE FOUND BY MEANS OF A PAT FRISK.
 - E. AT THE DISCRETION OF THE FACILITY, WHENEVER AN INMATE IS LEAVING OR ENTERING THE CONFINES OF THE FACILITY OR A MAXIMUM SECURITY HOUSING AREA, OR WHENEVER AN ENTIRE FACILITY IS BEING SEARCHED.
2. THE SEARCH SHALL BE CONDUCTED BY PERSONNEL OF YOUR GENDER IN AN AREA AWAY FROM THE FULL VIEW OF OTHERS (E.G., YOUR CELL), AND SHALL BE CONDUCTED AS FOLLOWS:
 - A. REMOVE ALL ARTICLES OF CLOTHING; AND
 - B. HAND ALL ARTICLES OF CLOTHING TO THE OFFICER FOR INSPECTION; AND
 - C. ASSUME A "DEEP KNEE BEND" SQUAT POSITION; AND
 - D. AFTER THE OFFICER HAS FINISHED INSPECTING YOUR CLOTHING, GET DRESSED.

DURING A STRIP FRISK WITHOUT A BODY CAVITY SEARCH, YOU SHALL NOT BE REQUIRED TO BEND FORWARD, SPREAD YOUR BUTTOCKS OR LIFT YOUR GENITALS.

* HOWEVER, YOU SHALL NOT REFUSE THE OFFICER'S ORDER TO SUBMIT TO THE SEARCH. IF YOU BELIEVE THAT A SEARCH IS NOT WARRANTED UNDER THE CIRCUMSTANCES, YOU MAY NOTIFY A SUPERVISORY OFFICER OR SUBMIT A WRITTEN COMPLAINT TO THE WARDEN AND/OR THROUGH THE INMATE GRIEVANCE MECHANISM.



GATE_____

ICER _____ SHIELD # _____

RELIEVED BY _____ SHIELD _____

[illegible]

Signature of Officer in Charge of Gate at Conclusion of Tour _____ Shield No. _____ Time of Signature _____

10





CORRECTION DEPARTMENT
CITY OF NEW YORK

PREPARE THIS FORM
IN DUPLICATE
FORM # 437 A



INMATE WAVER TO POSSESS JEWELRY

FACILITY:	DATE: / /	TIME: Hrs.	HOUSING AREA:
INMATE'S NAME:	BK & CASE #:	CELL OR BED #:	

This is to acknowledge that I have been advised that it is in my best interest to surrender my personal articles of jewelry to the facility for safekeeping. However, I have elected to keep the below listed items of permissible jewelry. I understand that the safeguarding of jewelry in my possession is primarily my responsibility and I will not hold the facility or its personnel liable for any theft, damage to, or loss of said jewelry unless caused by Departmental negligence or employee misconduct.

Description of jewelry:

1

3

4

5

6

7

8

Signature of inmate:	Bk & case #:	Date: / /
Signature of Supervisory Officer:	Rank:	Shield #:

DISTRIBUTION:

ORIGINAL - TO INMATE PROPERTY

DUPLICATE COPY - INMATE

COPIES IN ACCORDANCE
WITH FACILITY REQUIREMENTS



REMOVAL OF NONPERMISSIBLE ITEM(S) - INCOMING CORRESPONDENCE/PACKAGE

FACILITY:

DATE:

TIME:

HOUSING AREA:

INMATE'S NAME:

BK & CASE #:

CELL OR BED #:

The following item(s) were found in your incoming ☐ correspondence ☐ package and are prohibited by Institutional and/or Department of Correction regulations:

1

2

3

4

5

These item(s) were sent to you by:

Sender's name:

Sender's address:

These item(s) may be returned to the sender at your expense, donated to a charitable organization, destroyed or stored (unless perishable). Please check your choice:

Return ☐Donate ☐Destroy ☐Store (unless perishable) ☐

Signature of inmate:

Bk & case #:

Date:

Signature of Officer:

Rank:

Shield #:

APPEAL:

1. If you intend to appeal this action, you must give notice in writing to the Department of Correction (Facility Commanding Officer) and to the Board of Correction (51 Chambers Street, New York, NY 10007), of your intention to appeal the removal of the item(s).
2. You and the Department of Correction may submit to the Board of Correction any relevant material in addition to this written determination.
3. The Board of Correction, or its designee, will issue a written response on your appeal within fourteen (14) business days (or within five (5) business days in the case of confiscated publications), after receiving notice of your requested review.

DISTRIBUTION:

ORIGINAL - TO INMATE FOLDER
ONE (1) COPY TO INMATEONE (1) COPY TO BOARD OF CORRECTION
ONE (1) COPY TO GENERAL COUNSELCOPIES IN ACCORDANCE
WITH FACILITY
REQUIREMENTS

INSTRUCTIONS:

CLEARANCE AND DISTRIBUTION SHALL BE MADE BY THE OFFICE
OF THE FACILITY COMMANDING OFFICER.



REMOVIMIENTO DE ARTICULOS NO PERMITIDOS CORRESPONDENCIA PAQUETE RECIVIDOS

FACILIDAD:	FECHA: / /	HORA: Hrs	AREA RESIDENCIA:
NOMBRE DEL RECLUSO:	NUMERO:	CELDA O CAMA #:	

El (Los) siguiente articlo(s) fue (ron) encontrado en su ☐ correspondencia ☐ paquete y esta prohibido por las reglas Institucionales y por El Departamento de Correccion:

1

2

3

4

5

El (Los) articlo(s) fue (ron) mandado por:

Nombre:

Direccion:

El (Los) articlo(s) puede(n) ser devuelto(s) a la persona quien lo mando por el gasto suyo, donado a una organizacion de caridad, guardar (si no es perecedero) o destruirlo. Marque la palabra apropiada:

Devuelto ☐Donarlo ☐Destruirlo ☐Guardar (si no es perecedero) ☐

Firma del recluso:

Numero:

Fecha:
/ /

Firma del Oficial:

Grado:

Placa #:

Apelacion: 1. Si Usted intenta apealar esta accion, usted debe darle aviso por escrito al Departamento de Correccion (al Alcaide de la Institucion) y a la Junta de Correccion (51 Chambers Street, New York, NY 10007), de su intencion de apelar la mundanza del articulos (s).

2. Usted y el Departamento de Correccion pueden someter a la Junta de Correccion cual quier material pertinente ademas de esta determinacion escrita.

3. La Junta de Correccion o su designado dara una respuesta escrita sobre su apelacion dentro de catorce (14) dias (o entre cinco(5) dias de negocio en casos que publicaciones o revistas sean confiscada) del recibo del aviso para revisar.

DISTRIBUCION:

Original al archivar del recluso
Una (1) copia al recluso

Una (1) copia para Board of Correction
Una copia para General Counsel

INSTRUCCIONES:

La Oficina del Alcaide de la Institucion de hara carao de la autorizacion y distribucion de la forma.

VISUAL BODY CAVITY SEARCH REPORT

FOUO 44-1990



CILITY.

DATE:

TIME:

HOUSING AREA:

INMATE'S NAME:

BK & CASE #

CELL OR BED #:

Hrs.

Reason for search:

Signature of Supervisory Officer authorizing search:

Rank:

Shield #.

Sworn Statement:

Findings (include name of individual conducting search and the names of all witnesses):

Signature of Supervisory Officer witnessing search:

Rank:

Shield #:

Signature of inmate:

Bk & case #:

Date:

DISTRIBUTION:

ORIGINAL - FACILITY FILES
DUPLICATE COPY - INMATE

OTHER COPIES IN ACCORDANCE
WITH FACILITY REQUIREMENTS

Facility _____ Grievance No. _____ Date _____

No. _____ No. _____ Housing Unit _____

(Use Print or Type - This form must be filed within 3 days of Grievance Incident)

Please describe problem as briefly as possible. _____

Action requested by inmate: _____

Advisor/Interpreter requested: _____ Yes _____ No Who _____

Have you filed this grievance with any other agency or court _____ Yes _____ No
or with the Inspector General's office _____ Yes _____ No.

Grievant's Signature _____

Grievance Aide _____

(*****)

The IGRC proposes to informally resolve your grievance as follows: _____

Representative Signatures

This informal resolution is accepted: _____

Grievant's Signature _____

If unresolved, you are entitled to a hearing by the Inmate Grievance Resolution Committee.

I request a hearing of my grievance by the IGRC _____ Yes _____ No

(_____)

Grievant's Signature _____

D. INMATE LINEN AND BEDDING

- (1) WASHCLOTH*
- (2) SHEETS
- (2) TOWELS*
- (1) PILLOW
- (1) PILLOWCASE
- (1) FIRE RETARDANT COVERED MATTRESS

SUFFICIENT BLANKETS TO PROVIDE COMFORT AND WARMTH

*THESE NUMBERS REFLECT DEPARTMENT-ISSUED QUANTITIES ONLY. INMATES MAY POSSESS UP TO FOUR (4) TOWELS AND FOUR (4) WASHCLOTHS WHICH MAY INCLUDE A COMBINATION OF PERSONAL (NON-WHITE) AND DEPARTMENT-ISSUE TOWELS AND WASHCLOTHS. HOWEVER, IN NO EVENT MAY AN INMATE POSSESS DEPARTMENT-ISSUED TOWELS AND WASHCLOTHS IN EXCESS OF THE ABOVE-LISTED AMOUNTS.

E. EDUCATIONAL ITEMS

- (6) CHARCOAL SKETCH PENCILS
- (1) CLIPBOARD (NON-METAL, 9" X 15" MAX)
- (3) COMPOSITION BOOKS
- (2) ERASERS (GUM, RUBBER OR INK)
- (6) PADS (DRAWING, LEGAL, WRITING)
- (4) PENS (BALLPOINT, NON-METAL INSERTS)
- (6) PENCILS (WITHOUT ERASERS)
- (2) RULERS (NO METAL OR METAL EDGE)
- (1) PACK WRITING PAPER
- (1) LEGAL SIZE CARDBOARD PORTFOLIO

F. PUBLICATIONS

- (1) CUBIC FOOT (12"x12"x12") OF PRINTED MATERIALS INCLUDING SOFT AND HARDCOVER BOOKS, MAGAZINES, NEWSPAPERS, PERIODICALS, PAMPHLETS, ADVERTISEMENTS AND OTHER PRINTED ARTICLES, ETC. (IN ANY COMBINATION). THESE ITEMS MUST BE NEATLY STORED SO AS TO AVOID CONSTITUTING A HEALTH OR FIRE HAZARD.

LEGAL MATERIAL, LAW BOOKS, PUBLICATIONS, ETC. (NO LIMIT)

G. RECREATIONAL ITEMS

- (2) BOARD GAMES (NO DICE)
- (1) BOX DOMINOES
- (2) JIGSAW PUZZLES
- (2) DECKS PLAYING CARDS (DECKS OR PACKAGES MUST BE SEALED UPON RECEIPT, NO STIFF PLASTIC OR PLASTIC COATED CARDS ARE PERMITTED)

H. SMOKING PRODUCTS (COMMISSARY ISSUE ONLY)

- (2) PACKAGES CIGARETTE PAPER
- (4) PACKS CIGARETTE TOBACCO
- (20) PACKS CIGARETTES
- (20) CIGARS
- (20) PACKS MATCHES (BOOK TYPE ONLY)
- (1) PACKAGE PIPE CLEANERS
- (2) PACKAGES PIPE TOBACCO
- (2) PIPES (NO METAL INSERTS)

I. CORRESPONDENCE

LEGAL
PERSONAL

J. PHOTOGRAPHS

PHOTOGRAPHS MAY ONLY BE HUNG ON THE INSIDE OF LOCKER DOORS OR PLACED ON THE TOPS OF DESKS, PROVIDED THEY ARE NOT AFFIXED WITH TOOTHPASTE OR OTHER VERMIN-ATTRACTING MATERIAL. NUDE PHOTOGRAPHS MAY NOT BE DISPLAYED IN AN AREA WHICH IS VISIBLE TO PERSONS PASSING BY THE INMATE'S CELL OR LIVING AREA.

K. FOOD ITEMS

ONLY THOSE ITEMS PURCHASED AT THE COMMISSARY ARE PERMITTED TO BE STORED IN LIVING QUARTERS. THE AMOUNT OF FOOD PERMITTED WILL BE DETERMINED BY THE DEGREE OF PERISHABILITY AND THE AMOUNT OF SPACE AVAILABLE. INMATES SHALL BE ADVISED THAT EXTREME CARE SHOULD BE EXERCISED WHEN KEEPING ANY FOODS, ESPECIALLY AFTER OPENING, IN ORDER TO PROTECT AGAINST SPOILAGE, INSECT INFESTATION AND POSSIBLE ILLNESS. USE OF THE DATE STAMP ON THE FOOD WRAPPER OR CONTAINER MAY PROVE A USEFUL GUIDELINE.

L. MISCELLANEOUS ITEMS

- (1) CALENDAR
- (2) COAT HANGERS (LIGHT PLASTIC TYPE ONLY)
- (1) DRINKING CUP (SHATTER-RESISTANT MATERIAL, NOT TO EXCEED TWENTY (20) OUNCES IN SIZE)
- (5) CUPS (PAPER, 8 OZ. SIZE)
- (10) ENVELOPES (LEGAL, PLAIN, STAMP EMBOSSED) EYEGLASSES, PRESCRIPTION (MENTAL OBSERVATION CASES MAY BE RESTRICTED BY MEDICAL PERSONNEL)
- (10) GREETING CARDS
- (6) PAPER PLATES
- (1) SHOE BRUSH (NON-METAL, BRISTLE ONLY)
- (1) LIQUID SHOE POLISH (NEUTRAL COLOR; COMMISSARY ISSUE ONLY)
- (1) INSTANT SHOE POLISHING CLOTH OR SPONGE (NEUTRAL COLOR; COMMISSARY ISSUE ONLY)
- (1) SPONGE (HAND)
- (1) SPOON (SOFT PLASTIC ONLY)
- (10) STAMPS

TWINE FOR DRYING CLOTHES SUPPLIED BY DEPARTMENT. (NOT AVAILABLE TO INMATES IN M.O. UNITS OR INMATES WHO ARE CONSIDERED SUICIDE RISKS)

UTILITY TUB SUPPLIED BY DEPARTMENT

LAUNDRY DETERGENT SUPPLIED BY DEPARTMENT

ITEMS AND AMOUNTS OF PROPERTY AUTHORIZED TO BE IN THE POSSESSION OF AN INMATE

PERMISSIBLE ITEMS OF CLOTHING SHALL INCLUDE THE ARTICLES LISTED BELOW AND THE MAXIMUM AMOUNTS ALLOWED. ANY ARTICLE IN EXCESS OF THE AMOUNT THAT AN INMATE IS PERMITTED TO HAVE SHALL BE CONFISCATED, RECEIPTED AND PLACED IN SAFEKEEPING UNTIL SUCH TIME AS THE INMATE IS DISCHARGED, TRANSFERRED OR LEAVES THE CUSTODY OF THE DEPARTMENT. INMATES MAY AT THEIR OWN EXPENSE, HAVE SUCH CONFISCATED ITEMS MAILED OUT OR GIVEN TO VISITORS.

THE QUANTITIES OF ITEMS ENUMERATED ON THIS LIST SHALL APPLY TO ALL FACILITIES EXCEPT THE HOSPITAL PRISON WARDS, WHICH ARE SUBJECT TO THE PROVISIONS OF THE CONSENT ORDER IN REYNOLDS V. SIELAFF. HOWEVER, IN UNUSUAL CIRCUMSTANCES THEY SHALL BE SUBJECT TO REDUCTION IF, IN THE OPINION OF THE HEAD OF AN INSTITUTION, THE QUANTITIES POSE A UNIQUE AND SUBSTANTIAL THREAT TO THE SAFETY OR SECURITY OF THAT INSTITUTION. ANY INSTITUTIONAL VARIATION IN THE QUANTITIES LISTED BELOW SHOULD BE DOCUMENTED IN AN INSTITUTIONAL ORDER PROMULGATED PURSUANT TO THIS DIRECTIVE AND MUST BE APPROVED BY A DIVISION CHIEF AND THE CHIEF OF DEPARTMENT. NOTICE OF SUCH VARIATIONS SHALL BE POSTED IN ALL INMATE HOUSING AREAS, VISITING AREAS, DAYROOMS AND THE RECEIVING ROOM OF THE AFFECTED FACILITY. ANY PROPOSED CHANGE THAT IMPACTS ON A CONSENT DECREE ITEM MUST BE REFERRED TO THE LEGAL DIVISION AND COMPLIANCE UNIT FOR REVIEW.

A. PERSONAL CLOTHING

- (1) BATHROBE
- (1) BELT (NON-ELASTIC, MAX 1 1/2" WIDE, SMALL BUCKLE, 2 1/4" x 2" MAX.*
- (4) BLOUSES/SHIRTS (NON UNIFORM TYPE, NOT WHITE OR BLUE)
- (1) PAIR ONLY OF THE FOLLOWING: BOOTS, RUBBERS, GALOSHES (OVER SHOES)
- (1) COAT (NO BLUE OR UNIFORM TYPE)
- (1) PAIR OF GLOVES (FOR OUTDOOR COLD WEATHER WEAR)
- (2) HATS/CAPS (NON UNIFORM TYPE)
- (2) JACKETS (NO DARK BLUE OR UNIFORM TYPE)
- (2) PAIRS PAJAMAS
- (4) PAIRS PANTS/SLACKS (NO DARK BLUE OR UNIFORM TYPE)
- (1) RAINCOAT (NO BLACK OR UNIFORM TYPE)
- (2) PAIRS SHOELACES*
- (2) PAIRS SHORTS OR CUT-OFF LONG PANTS
- (1) PAIR SLIPPERS (NO HOLLOW, PLATFORM SOLES OR HEELS)
- (4) PAIRS SNEAKERS/SHOES OR A COMBINATION (NO HOLLOW, PLATFORM SOLES OR HEELS)
- (4) PAIRS SOCKS
- (1) EACH SWEATER/SWEATSHIRT (OR A COMBINATION OF TWO)
- (1) TIE (NO BLACK)*
- (4) SETS UNDERCLOTHING (IN ACCORDANCE WITH INMATE'S GENDER)

* ALL INMATES HOUSED IN A MENTAL OBSERVATION UNIT OR WHO ARE CONSIDERED SUICIDE RISKS (AS DETERMINED BY A PHYSICIAN) SHALL NOT BE ALLOWED BELTS, TIES, SHOELACES, OR OTHER ITEMS THAT A PHYSICIAN DETERMINES WOULD POSE A RISK TO THE INMATE'S WELL-BEING.

B. PERSONAL CLOTHING/TOILET ARTICLES - FEMALES ONLY

- (4) DRESSES
- (4) SKIRTS (NO DARK BLUE OR UNIFORM TYPE)
- (1) HOUSECOAT
- (2) NIGHTGOWNS
- (4) PAIRS STOCKINGS, PANTYHOSE/KNEE-HI'S
- (2) BOXES FEMININE HYGIENICS

C. TOILET ARTICLES

NO METAL, GLASS, CERAMIC, AEROSOL, TRIGGER OR PLUNGER TYPE CONTAINERS ARE ALLOWED. PLASTIC CONTAINERS AND PARTS ARE PREFERRED. THE FOLLOWING ITEMS ARE ALLOWED.

- (1) AFRO COMB/PICK (PLIABLE RUBBER OR PLASTIC, NON-FOLDING TYPE)
- ~~(2) BABY OIL (PLASTIC BOTTLE ONLY)~~
- (1) COCOA BUTTER
- (1) COMB (STANDARD POCKET TYPE, RUBBER OR PLASTIC TYPE, NO METAL)
- (1) PACK COTTON BALLS
- (1) DEODORANT (STICK/LIQUID TYPE)
- (1) HAIR CREAM DRESSING (NON-ALCOHOLIC, PLASTIC CONTAINER)
- (2) UNITS DEPILATORY
- (2) PACKAGES EYEGLASS TISSUE
- (2) "FOSTEX" SOAP BARS
- (10) "CHLORASEPTIC" LOZENGES
- (2) LANOLIN (TUBES)
- (4) "KAOPECTATE" (PLASTIC BOTTLE ONLY)
- (1) TINACTIN CREAM
- (20) "TYLENOL" (TABLETS)
- (2) BOXES FACIAL TISSUES
- (1) HAIR BRUSH (NON-METAL, BRISTLE ONLY - ONE PIECE COMPOSITION)
- (2) "NOXZEMA" (PLASTIC TUBES)
- (1) PACK "Q-TIPS" (NO HOLLOW OR WOODEN SHAFTS)
- (1) SHAMPOO (LIQUID, CREAM, MEDICATED-PLASTIC CONTAINER)
- (1) SHAVING BRUSH (NON-METAL, BRISTLE ONLY)
- (1) SHAVING CREAM (PLASTIC TUBE)
- (1) SHAVING SOAP
- (5) SOAP (BAR, FACE, IN ADDITION TO "FOSTEX" SOAP)
- (1) SOAP DISH (PLASTIC)
- (1) STYPTIC PENCIL
- (2) TOOTHBRUSH
- (2) "VASELINE" (PETROLEUM JELLY, PLASTIC CONTAINER)

ALL POWDERED TOILET ARTICLES SHALL BE PURCHASED AT THE COMMISSARY. ANY POWDERED TOILET ARTICLES RECEIVED FOR AN INMATE VIA INCOMING PACKAGES SHALL BE CONFISCATED AND PROCESSED ACCORDING TO THE PROVISIONS OUTLINED IN DIRECTIVE 4002R.

- (1) DENTURE ADHESIVE, POWDER CLEANER (NO METAL CONTAINER)
- (1) TINACTIN POWDER
- (1) EACH POWDER (AFTERSHAVE, BABY, BODY, FACE, FOOT, MEDICATED, TALCUM, TOOTH)
- (1) EACH POWDER (MITTS, PADS, PUFFS-FEMALES ONLY)
- (2) TUBES TOOTHPASTE (COMMISSARY ISSUE ONLY)