

I. PURPOSE

To prescribe procedures for conducting searches of inmates.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that:

- A. A search of an inmate's person is intended to detect contraband or reveal other information that will assist in maintaining institutional integrity.
- B. Searches will be conducted in a thorough and dignified manner. The degree to which the search is carried out will be dictated by the circumstances that require the search.
- C. No person in custodial arrest for a traffic violation, Class 3 or Class 4 misdemeanor, or a violation of a city, county or town ordinance, which is punishable by no more than thirty days in jail shall be strip searched unless the deputy sheriff authorizing the search has reasonable cause to believe that the individual is concealing a weapon. (See Attachment 1)

III. PROCEDURE

- A. Inmates are subject to search at any time.
- B. Pat Down Search.
  - 1. A pat down search is a search of an inmate's person and clothes while the inmate is clothed.
    - a. The inmate will be expected to remove coat, hat, belt, shoes, and socks during the search.
    - b. The inmate will assume a search position against a wall, and the staff member will conduct the search including a search of the inmate's pockets.
  - 2. Except at Satellite Intake Centers no deputy will conduct a pat down search of an inmate of the opposite sex unless a clear danger to the security and safety of personnel exists. Satellite Intake Center deputies may conduct pat down searches of inmates of the opposite sex when a deputy of the same gender as the inmate is not present at the facility. In the absence of a second deputy, a sworn or civilian substation staff member should be asked to witness the search, if possible.
- C. Weaves and Hair Extensions.

Procedures for handling artificial hair attachments during the initial processing phase. (For photos and information on types of hair extensions, refer to Attachment 2)

  - 1. A thorough inspection of the hair will be conducted on all arrestees during the initial processing phase.
  - 2. All weaves, hair extensions, toupees and wigs that are **not** sewn or glued in, will be removed and treated in the same manner as all other property taken during the initial processing phase.
    - a. Artificial hair attachments are not part of a person's natural hair or body and

are therefore considered as property.

- b. Care shall be utilized when removing artificial hair attachments. If the inmate is cooperative, staff may use their discretion and allow the inmate to remove the attachment since they are generally more experienced at taking them out.
3. Weaves that **are** sewn or glued in, will **NOT** be removed due to the manner in which they are applied to the natural hair. In these cases, a thorough examination shall be conducted to ensure there are no needles or paraphernalia hidden in the hair.
4. Braided hair extensions are the most common and will only be removed if they are falling out. If cooperative, the inmate shall be placed in a secure cell and given the opportunity to remove the braids. The deputy will dispose of the braids in a secure area outside of the housing unit. The braids will not be placed in the inmate's property.
5. The Shift Commander or designated supervisor on duty shall authorize the removal of braids or weaves that are sewn or glued in if it poses a threat to the safety and security of the facility or to the inmate's personal hygiene.
  - a. Once the hair is removed, the inmate's scalp area shall be checked by a member of the medical section.

D. Strip Search.

1. A strip search is the search of an inmate's person and clothing, after the inmate has removed all clothing.
  - a. The search involves a thorough inspection of the clothing and a close visual inspection of the inmate's body and mouth, excluding other body cavities.
  - b. Strip searches may be conducted only when they do not conflict with paragraph II, C. of this SOP and specific circumstances dictate that this action is necessary, such as:
    - 1) Upon receiving information from the arresting officer as to possible concealment of contraband.
    - 2) A previous record of contraband concealment.
    - 3) Charges that involve weapons or drugs.
    - 4) When an inmate is returned from outside the institution.
  - c. No strip search will be conducted on prisoners entering the ADC or a Satellite Intake Center prior to receiving a commitment order.
  - d. All classified inmates are subject to being strip-searched.
  - e. A strip search will be conducted in a dignified manner in a private setting. No deputy will conduct a strip search of an inmate of the opposite sex.
    - 1) If a prisoner is housed at a Satellite Intake Center and a deputy of the same sex as the prisoner is not present at the facility, a strip

search shall not take place. The prisoner will remain in restraints in constant view of the deputy and transported to the ADC as soon as possible for the strip search.

- 2) If a deputy has any question as to whether a strip search can or should be performed, then a supervisor should be consulted.

**E. Body Sequestration Evaluation**

1. If there is a reasonable cause to believe contraband has been concealed in a body cavity, a body sequestration evaluation will be performed by a physician or medical provider at the Fairfax Hospital Emergency Room only.
2. A body sequestration evaluation of an inmate may only be conducted when authorized by a Captain or above, and a court order is required.
3. A deputy, of the same sex, must be present during the body sequestration evaluation.
4. A copy of the court order must be given to the Emergency Room staff
5. If a deputy determines that a body sequestration evaluation is necessary at a Satellite Intake Center, the deputy will immediately contact the on-duty ADC shift commander. The on-duty ADC shift commander will contact the on-duty Confinement Branch Captain or SDO to get approval, obtain a court order and make transportation arrangements for the inmate to be transported directly to Fairfax Hospital.
6. Refer to SOP 453 & Attachment 1, Forensic Information for appropriate procedures.
7. For a sample court order see Attachment 3.

**F. Use of hand held metal detectors or full scanning device will be used only as search methods supplemental to routine searches.**

1. All inmates and prisoners who enter the facility shall be scanned by means of a hand held metal detector.
2. Following the initial pat down search, a secondary search will be conducted utilizing a hand-held metal detector.

**G. Full Body Scanning Device**

1. Full body scanning is performed using the Adani ConPass Dual View Body Scanner for the purpose of detecting metallic and non-metallic threats.
  - a. Only trained staff shall be authorized to operate this body scanning device.
  - b. Scanning shall be performed by a trained operator of the same gender as the inmate to be scanned.
  - c. Scanning shall always be performed in a professional manner.
  - d. Body scanning is not a substitute to pat searches or strip searches.

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- e. Staff members and visitors shall not be scanned.
  - f. Any technical or mechanical issues shall be reported to a supervisor so contact can be made to technical support with the company.
2. Full body scanning shall be performed under the following circumstances:
- a. Once an arrestee is booked in and committed to the custody of the Sheriff's Office, the arrestee will be live scanned (if applicable), processed by the receiving deputies then proceed to be body scanned.
  - b. When an inmate in our custody returns from court in another jurisdiction.
  - c. When an inmate from another jurisdiction is attending court in Fairfax County.
  - d. Upon returning from a doctor/dental appointment or another location.
  - e. Any classified inmate where there is a possibility that he/she may be concealing contraband or weapons in or on their person.
  - f. Other reasons not listed, after approval is received from a supervisor.
3. Inmates housed in the Alternative Incarceration Branch (AIB) may be body scanned after receiving approval from an AIB supervisor. Some instances include the following:
- a. Inmates returning from work.
  - b. Inmates assigned to the Community Labor Force returning from work.
  - c. Outside workforce members returning from an outside work detail.
  - d. After inmate visiting.
  - e. Any situation where an inmate has come into contact with a member of the public.
  - f. Other reasons not listed, after approval is received from an AIB supervisor.
4. Before an inmate is scanned, the following questions will be asked:
- a. Do you have any body piercings?
  - b. Do you have any implants or prostheses?
  - c. If female, are you pregnant? Pregnant or possible pregnant females will not be scanned. If the medical section determines that a female is not pregnant, she will be scanned.
5. The operator shall instruct the inmate on the proper manner in which to enter the body scanner machine.
- a. The inmate will remain fully clothed with their footwear in hand when scanned.

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- b. The inmate will be instructed to stand still while the platform mechanically moves through the scanning portal.
  - c. The operator shall announce loudly "scanning" so staff in the immediate area can step outside the designated scanning area.
  - d. When scanning groups of inmates, at least one deputy shall be present to ensure contraband is not passed while the scanning is performed.
6. If contraband is discovered during a scan, a supervisor shall be notified immediately. In the case of an AIB inmate, an AIB supervisor shall be notified.
- a. The operator or supervisor will advise the inmate that the scanning system has recognized the presence of a foreign object/contraband on their person. The operator or supervisor will ask the inmate what they are concealing and if it can be removed.
  - b. If the contraband can be removed, the inmate, in the privacy of a cell, will remove the foreign object/contraband in the presence of a deputy of the same gender.
  - c. If the contraband cannot be removed or if the inmate refuses to remove it, a strip search shall be conducted. If necessary, appropriate steps will be taken to conduct a body sequestration evaluation as outlined in this SOP.
7. If a classified inmate refuses to be scanned, he/she will be in violation of Failure to Obey a Direct Order and will be charged accordingly. At that time, a strip search shall be conducted and any necessary precautions will be taken such as placing the inmate in secure housing until he/she can be scanned.
8. If any incoming inmate refuses to be scanned, is under the influence of drugs or alcohol and are not able to stand still during the scanning, or incapable of being scanned, the inmate will be placed in secure housing until such time as they can be scanned.
- a. In these cases, once the inmate is classified and is still incapable or refuses to be scanned, a strip search shall be conducted.
9. All positive scans will be documented on the Sheriff's Incident Reporting System (SIRS).
10. The Electronic Security Deputy shall collect and maintain the following records for a minimum of five (5) years.
- a. Each operator's training record. All operator specific training for the body scanner machine will be maintained in the operator's training records.
  - b. Upgrades, modifications, maintenance and repair records (for the life of the system).
  - c. Records of radiation surveys.
  - d. Evidence to show the dose limits, inside and outside the isolation zone.
  - e. Monitor the total number of scans conducted. The total number of times an

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inmate is scanned each year should not exceed one thousand (1,000).

- f. Date and method of disposal or transfer of the system.
  - g. Responsible for ensuring compliance with all allocable regulatory requirements and radiation safety.
  - h. Keep a complete and current set of operating procedures for the system.
11. Inmate exposure to screenings shall be in accordance with the recommendations of the device's manufacturer (ADANI) and ANSI/HPS Standard N43.17-2009.
- a. The number of screenings received by an inmate shall not exceed 1,000 per 12 month period.
  - b. The reference effective multiplied by the number of screenings does not exceed 250 uSv (25 mrem) over a 12-month period.

**H. Reports.**

- 1. Whenever a strip search, body sequestration evaluation, or a positive scan is conducted, a detailed entry will be made on SIRS.
- 2. Entries at a minimum, will include names of personnel/inmate involved in the search, witnesses, location of search, reason for the search and results of the search.
- 3. All strip search, body sequestration evaluation and positive scan reports must be reviewed and signed by a sergeant or above.
- 4. Whenever braids or weaves that are sewn or glued in have to be removed, the reason and method used to remove it must be documented on SIRS.



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DATE APPROVED**

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EFFECTIVE DATE**

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