



State of North Carolina
Department of Public Safety
Division of Prisons

POLICY & PROCEDURES

Chapter: F
Section: .3300
Title: **Prison Entrance/Exit Policy**
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.3301 PURPOSE

To establish guidelines for identifying all persons prior to entrance and upon exit of Division of Prisons facilities. Establish procedures to identify and search for contraband at all facilities including metal detection and special procedures for employee searches. The facility head will be responsible for developing and implementing a facility prison entry procedure consistent with this policy. Facility procedures must be reviewed annually to assure compliance with the current policy of the Division of Prisons.

.3302 DEFINITIONS

- (a) Inmate Visitors - any person who is approved to visit an inmate and whose approval is documented in the OPUS/visitation tracking system (VTS).
- (b) Visitation Tracking System - a computer subsystem of the Offender Population Unified System (OPUS) that automates the records relating to visitor facility entry and exit.
- (c) Contractor - a business entity that agrees to perform work on a large scale that requires workers to enter and exit a facility on a daily basis.
- (d) Departmental Official Visitors - any staff members not assigned to the facility that are on official department business and are attempting to enter the secure perimeter of any facility.
- (e) Official Visitor - refers to the Governor, Lieutenant Governor, all Cabinet members, members of the Legislature, judges of state courts, state attorneys, federal and state law enforcement officers, and to non-Department of Public Safety state employees on official business.
- (f) Vendor - a business entity engaged as a merchant of products on a regular delivery basis or a service on an irregular or on-call basis. An example of the former would be the entity that supplies the vending machines. An example of the latter would be a refrigeration repair service.
- (g) Volunteer – refers to any person authorized to enter the facility in order to conduct approved programs which utilize citizen volunteers.
- (h) Employees - All employees on the payroll of the facility including individuals contracted to provide services for that facility.

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- (i) Routine Search - Pat and frisk searches with the person clothed. Can include the removal and search of hat, gloves, shoes, and socks.
 - (j) Complete Search – A strip-search (removal of all person’s clothing), a search of the person’s effects, and a visual search of the person’s body cavities to look for contraband.
 - (k) Authorized Items – Any approved item authorized for entry into a prison facility but which is not authorized as accessible to the inmate population.
 - (l) Unauthorized Items – Any item that is NOT authorized or approved for entry into a prison facility.

.3303 RESPONSIBILITY

The Warden, Administrator, Superintendent, Deputy Warden, Associate Warden, Assistant Superintendents, Shift Captains, Unit Managers, Lieutenants, Assistant Unit Managers, Sergeants as well as the Entrance/Exit staff, will be responsible for ensuring compliance with this procedure.

.3304 APPLICABILITY

This procedures shall apply to all persons entering or exiting the primary entrance/exit of the facility. This does not include building or structures that are not in the confines of the facility or as otherwise indicated in this policy.

.3305 PROCEDURES AT ALL FACILITIES

- (a) Identification
 - (1) The officer/staff member(s) assigned to any entrance/exit point will be responsible for proper identification of all persons, including inmates, employees, and visitors (sixteen (16) years of age or older) entering and leaving the facility. All will be identified by utilizing a valid picture identification card.
 - (2) Anyone authorized to enter who is not in possession of a valid NC Division of Prisons identification card will be positively identified and issued a temporary “Visitor” identification card by facility staff prior to being allowed entrance to the facility. Prior to departure, these temporary “Visitor” identification cards will be returned and the individual positively identified.
 - (3) Before entrance or exit is allowed, if there is any doubt about the identity of any person attempting to pass through an entrance/exit point, the officer will not permit the person to pass through until positive identification can be made. At no time should an outer gate or door be opened before everyone in the immediate vicinity has been appropriately identified.

(b) General

- (1) This procedure identifies authorized items allowed and unauthorized items that will not be allowed within the confines of the facility.
- (2) Staff members are responsible for determining that all items brought into the facility are authorized prior to entry.
- (3) Unauthorized items will not be introduced into the facility by any staff member, vendor, visitor, volunteer, or other individual or group.
- (4) Any staff member who is in violation of this policy shall be subject to disciplinary action up to and including dismissal.
- (5) Employees are required to provide information concerning other staff members, visitors, vendors, volunteers, or other individuals or groups who may be in possession of unauthorized items while within the confines of the facility. This information shall be passed on to the OIC and the respective section head for possible investigation. Employees who are found to have been aware of unauthorized items being brought in by other staff members, etc. during the course of an investigation shall be subject to disciplinary action up to and including dismissal.
- (6) Neither the Department of Public Safety, Division of Prisons, nor any of its facilities assumes responsibility or liability for any item(s) or personal property that become lost or damaged. The loss or theft of any item while in the confines of the facility will be immediately reported to the OIC.
- (7) Generally unauthorized items will be returned to the employee/visitor's vehicles unless the item(s) violates state laws, general statutes, and/or departmental policies and is necessary evidence in an investigation at which time local law enforcement will be contacted.

(c) Processing Inmate Visitors

- (1) Approved visitors sixteen (16) years of age or older, will be processed by requiring the presentation of acceptable forms of identification with a photograph during inmate visitation hours.
- (2) Standards of dress for visitors entering the facility are listed in the Division of Prisons Visitation Policy/Procedures, B.0215 Appropriate Standard of Dress of Visitors section.
- (3) Inmate visitors will be registered utilizing the Visitation Tracking System (VTS) in OPUS.

- (4) To avoid confusion, the number of visitors allowed in the registration area at any time will be stipulated by facility SOP's.
 - (5) In facilities housing medium and close custody inmates, upon completion of the visit, the visitor(s) will not be cleared to leave the visiting area until the inmate with whom s/he was visiting is positively identified and secured in a strip search area or is under direct visual observation of an officer in an inmate registration area.
 - (6) Prior to departure each visitor will be positively identified. Each facility must randomly search person exiting from the facility.
 - (7) In the event that the automated system fails prior to or during visitation hours, a back-up batch job listing of approved visitors will be printed by designated facility staff and provided to the officer-in-charge. This list will be utilized to process visitors until such time as the automated system is operational.
 - (8) All other aspects of the visitation including acceptable form of identification and visitor registration are addressed in the DOP Inmate Visitation policy, D.0200.
- (d) Processing Employees, Official/Departmental Visitors, Vendors, and Volunteers
- (1) A record of all visitors will be maintained. All official visitors, vendors, and volunteers who enter and exit the facility will sign in/out in the appropriate log book.
 - (2) Standards of dress for employees entering the facility are listed in the Division of Prisons Appearance & Grooming Regulation policy, A.0300.
 - (3) Departmental official visitors and employees will be processed through the Gatelog system, having their card swiped. The officer operating the Gatelog system computer will positively identify the employee by photo identification after their card has been swiped. If a facility does not have the Gatelog system, departmental official visitors will sign in/out in an appropriate log book. The staff member will present his/her departmental identification card to entrance/exit point staff prior to entering or exiting the facility.
- (e) Processing of Contractors at all Facilities
- (1) Each contractor and subcontractor (section .3302(c)) will provide the following information on each of their employees prior to entrance into a correctional facility. This process will include each individual associated with the project during each phase through completion:
 - full name;
 - gender;

- race;
 - physical address;
 - telephone number;
 - date of birth;
 - drivers license number;
- (2) With the intent of maintaining security upon the facility grounds, a background check will be made upon all persons employed by the contractor who will work on the project.
 - (3) These reports will be submitted to the facility head, or designee, for review. The Division of Prisons, represented by the facility head or designee, reserves the right to reject any person whom it determines may be a threat to the security of the facility.
 - (4) Any individual with an arrest or conviction history will be evaluated on a case-by case basis before approval is given to enter.
 - (5) An ex-offender will not be considered until at least one (1) year has elapsed since release from custody of the Division of Prisons or other county/state/federal correctional agency.
 - (6) No individual under supervised probation will be allowed entrance into a facility unless approved by the facility head or his/her designee.
 - (7) An ex-offender will not be considered if prosecuted and found guilty of assaulting correctional staff or any law enforcement officer or for escaping from a correctional facility while incarcerated.
 - (8) An ex-offender's record of facility adjustment and/or adjustment to supervision will be evaluated and considered prior to approval.
 - (9) An ex-employee who was terminated or resigned under investigation will not be considered for approval.
 - (10) Tool control for contractors will be in compliance with the requirements specified in the DOP Tool Control policy, F .2700.
 - (11) Contractors and their employees will maintain picture identification upon their person at all times.
 - (12) Volunteers and contract service providers may be allowed to bring in items approved by this policy with the exception of personal radios.

.3306 PERSONAL PROPERTY

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- (a) **AUTHORIZED ITEMS FOR STAFF:** Approved items must not be accessible to the inmate population. These items must remain under close control by the employee or secured in the immediate work area at all times.
- (1) **Personal Clothing** – Personal coats, sweaters, or rain gear are permissible provided they are secured in a locker with no inmate access and/or maintained in the employee’s immediate work area. No excess clothing will be allowed past Master Control.
 - (2) **Personal Photographs** – Staff may bring personal photographs into the facility. However, at no point should these items be displayed in a manner that would permit unauthorized viewing by inmates.
 - (3) **Small nail clippers** without file.
 - (4) **Umbrellas** – Under no circumstances will umbrellas be allowed past Master Control or in any area where inmates may gain access. Custody staff are not permitted to carry umbrellas in the performance of their duties as they will be issued appropriate Division-approved rain gear. Umbrellas will be stored in the entrance breezeway in the designated storage area. Exceptions will be approved by the facility head when employee work locations are significantly separated in distance from the primary umbrella storage area and these work location paths are not protected by covered shelter. In such circumstances, umbrellas will be secured under lock and inaccessible to inmates when not in use. Under no circumstances will umbrellas be left at the facility upon completion of the shift.
 - (5) **Needle Stick Gloves**-Staff may obtain their own personal pair of search gloves at their own expense from a law enforcement vendor.
 - (6) **Personal Radios:**
 - (A) **Non-uniformed staff** - personal radios may be authorized for non-uniformed employees at the discretion of the facility head. These items will not be utilized in any manner that interferes with an employee’s assigned duties or job responsibilities.
 - (B) **Custody staff** – In general, custody staff will only be permitted to possess or use personal radios while on duty if assigned to office duty. The approval will be made by the Facility Head. The OIC may maintain a personal radio and/or weather alert radio in their assigned office for the purpose of monitoring current events and weather that may impact or affect the operation of the facility.
 - (7) **Medication**
 - (A) **Employees** should bring only the amount of prescription and non-

prescription medication into the facility limited to the amount that would be taken during a normal working day. The medication should be carried in its container to work. A necessary dosage for work may be brought into the facility while the rest must remain secured in the vehicle. Additional medication, both prescription and non-prescription may be stored in the employee's vehicle.

- (B) Employees shall immediately report any lost or missing medication to the Shift OIC. When reporting this, the employee should provide any information concerning the name of the medication(s) and offer any assistance in locating same.
- (8) Carrying Devices: Items designed for the sole purpose of transporting staff meals and/or articles associated with work functions in and out of the facility. In general, these items should be removed at the end of each workday. All carrying devices will be searched in accordance with section .3307 of this policy.
- (A) Briefcases will be allowed with prior approval by the Facility Head only.
 - (B) Carry bags/containers will be allowed in accordance with the following:
 - (i) Clear purses not to exceed 10"x 12"x 6".
 - (ii) Clear gym bag or clear backpack of reasonable size. Clear gym bags or clear backpacks are not permitted in areas accessible to inmates and must be secured in a locker located in staff locker rooms. (if applicable)
 - (iii) Clear Coolers/lunch boxes: Plastic or nylon type, external dimensions may not exceed 15"x 9"x 12". Only one cooler allowed per staff member. Coolers/lunch boxes must be kept in a secure location (a locked office, refrigerator or personal locker).
 - (iv) Unopened plastic beverage containers: Various size containers are allowed within the facility but the amount will not exceed one, two (2) liter container or smaller plastic beverage containers equal to or less than the two liter amount. Beverage containers made from any other substance (i.e. glass or aluminum) will not be permitted.
 - (v) Non ceramic type plastic or aluminum coffee cups/mugs are permitted but must be void of liquid contents for inspection when passing through a facility entrance/exit point.
 - (vi) Clear food containers: All food items entering the facility must be placed in clear plastic, rubber or silicone food containers, clear plastic bags and/or wrapped in clear plastic wrap. All items of

sustenance as well as coffee entering the facility must be visible by the naked eye within a clear wrapper or container. Frozen microwave meals must be in a frozen state, and may be searched in the original container if such container displays a clear wrapping sealed by the manufacturer. Outside food deliveries made to the facility must be in the vendor's original packaging and will be subject to inspection prior to entering the facility. Food containers must be secured in a refrigerator, locked office or a personal locker.

- (9) Cell Phones/Pager:
- (A) Departmental Official Visitors and Law Enforcement Officers (SBI, FBI, Local Law Enforcement) will be authorized to retain their cell phone or pager designated for official business when entering a prison facility.
 - (B) PERT, HNT, SOTIT & SORT teams, Canine Handlers, will be authorized to retain their state/agency issued cell phone or pager when entering a this facility.
 - (C) Each approved cell phone entering the facility will be documented.
 - (D) In the event a State cell phone is misplaced or inadvertently falls into an inmate's hands, the Facility Services Telecommunication's Office will be notified immediately at 919-838-3520 and the vendor will be requested to deactivate the device. Should a personal or other agency cell phone be misplaced or inadvertently fall into an inmate's hands, the individual that was in possession of the phone will be asked to deactivate the phone through their service provider.
- (b) **AUTHORIZED ITEMS FOR VISITORS:** Approved items must not be accessible to the inmate population. These items must remain under close control by the visitors or secured in their vehicles at all times. All items will be searched in accordance with section .3307 of this policy
- (1) Inmate visitors with small children may bring in a diaper, wipes, pacifier, and one bottle of milk. These items must be transported into the facility by either a clear plastic bag or a clear purse no larger than 10"x12"x6".
 - (2) Visitor key ring. (Vehicle keys only no ornaments)
 - (3) Picture I.D. or driver's license (mandatory)
 - (4) Cash for vending machines (where applicable)
 - (5) Legal documents (For attorneys)

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- (6) Food brought by volunteers for service clubs and or religious feasts are subject to search in accordance with section .3307 of this policy.
- (c) UNAUTHORIZED ITEMS: The following items will not be allowed within the confines of the facility at any time unless approved by the Facility Head or his/her designee:
- (1) Any device or item, regardless of its intended use or design, if said item may compromise safety and security, and/or facilitate an assault, escape, insurrection, and/or interfere with or negatively impact the orderly and efficient operation of the facility.
 - (2) Weapons and associated components that include but are not limited to: firearms, ammunition, edged weapons, impact weapons, stun guns, chemical agents, or other weapons. Visiting law enforcement or correctional transport officers must store their weapon(s) in a weapons depository if it is available at the facility. If a depository is not available at the facility, then the weapon(s) must be secured in either the trunk of the vehicle or in a locked glove box inside the vehicle if a trunk is not available (i.e. van, etc).
 - (3) Personal handcuffs or handcuff keys, unapproved weapons belts, and other related personal equipment not issued by the facility or otherwise approved by Division of Prisons policy. This will not apply to law enforcement officers, and staff assigned to Division of Community Corrections.
 - (4) Protective apparel or equipment to include bullet-proof/bullet-resistant devices, or impact-resistant devices.
 - (5) Excess Custody, Medical, or Maintenance uniforms
 - (6) Excess personal clothing
 - (7) Controlled substances
 - (8) Unlabeled or bulk medications, either prescription or non-prescription
 - (9) Chemicals or poisons
 - (10) Hazardous materials, including volatile or flammable chemicals or agents or incendiary devices, matches or lighters
 - (11) Aerosol containers, flammable materials such as nail polish remover, thinners, contact cement, alcohol, or any item labeled "Harmful or Fatal if Swallowed".
 - (12) Knives (including pocket-knives, any size blade)* Metal serving utensils such as forks, spoons, knives, etc (Only plastic utensils are authorized)

- (13) Scissors or Letter openers
- (14) Audio and video recording devices except as authorized by the facility head; Authorized devices should be approved for security or program functions, but must be secured when not in use.
- (15) Cameras – Exceptions made for cell phones in accordance with section .3306 (a)(9) of this policy.
- (16) Cellular or mobile phones – Exceptions made for cell phones and pagers or for staff identified in accordance with section .3306 (a)(9) of this policy.
- (17) Beepers/Pagers
- (18) PDA's (Personal Digital Assistants), unless approved by/and used by DOP Medical Staff (i.e. Treatment Doctors)
- (19) Personal computers (desk or laptop), IPAD, E-readers, or computer software or hardware
- (20) Computerized game devices such as Gameboys, etc
- (21) Televisions, VCR tapes, cassette tapes, compact discs, cassette/CD/DVD players
- (22) Communication equipment
- (23) Metal cans/Pop-top canned items (i.e. Drinks, Beanie Weenies, Vienna Sausages, etc.). Food items must be in clear Tupperware type containers in accordance with section .3306 (a)(8) of this policy.
- (24) Glass containers
- (25) Alcohol
- (26) Tobacco
- (27) Personal publications, newspapers, books, catalogs or periodicals which are not directly related to job duties
- (28) Any sexually explicit or obscene material
- (29) Tools, except for inventoried personal tools in the possession of approved contractors and vendors
- (30) Heating or air-conditioning devices

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- (31) Any device that consumes or produces electricity or other energy that is not specifically identified as authorized in this procedure or approved by the Facility Head or his/her designee.
 - (32) Motorcycle safety helmets (Facility will provide adequate storage area. Cannot go past Master Control)

Note: Knife exception - State-owned pocket-knives may be in the possession of a Maintenance Staff member (blade length no longer than three inches [3"]). These pocket-knives may be purchased by the Facility and will be made a standard tool item maintained on the tool inventory.

Any issues or disputes concerning authorized or unauthorized items should be directed to the OIC.

.3307 SEARCH TO CONTROL CONTRABAND

(a) Search Notification

- (1) Each facility head shall have signs in English and Spanish, posted conspicuously at all entrance roads to facility grounds and at all entrance/exit point and vehicular gate entrances to advise employees and visitors to the facility that:
- (2) All persons, property, and vehicles are subject to search.
- (3) Illegal drugs, alcohol, firearms, ammunition, explosives, weapons, cell phones, tobacco and other contraband are prohibited within the confines of the facility as defined by Division of Prisons policy.

(b) Of Person/Property At Minimum Custody Facilities

- (1) All pedestrian traffic and personal items/effects to include hats, coats, jackets, brief cases, purses, lunch containers, coolers, food items, etc. attempting to enter/exit a minimum custody facility is subject to being searched.

(c) Of Person/Property Medium/Close Custody Facilities

- (1) All pedestrian traffic entering a medium or close custody facility will be processed through a designated, primary entrance at each facility. Request for a designated secondary entrance/exit point may be authorized by the Region Director upon receipt of written request. All approved entrance/exit points must document each person's entrance/exit and use metal detection for search of persons and items.
- (2) All personal items/effects to include hats, coats, belts, jewelry, hair clips, jackets,

brief cases, purses, lunch containers, coolers, food items, etc. will be placed on a search table and all pockets will be emptied into provided container. These items will be hand searched and/or searched using metal detection.

- (3) All persons entering a medium or close custody facility must be processed by passing through metal detection (walk-through, hand-held, and/or both). Failure to clear metal detection will result in the person not being allowed access to the facility.
 - (4) Any person who does not clear metal detection will be immediately reported to the facility head or designee.
 - (5) Any person with a medical prosthesis/appliance that may alert metal detection must provide medical documentation from their doctor (i.e. Pacemaker Identification Card) of the medical prosthesis/appliance.
- (d) Of Person/Property at All Facilities
- (1) All persons upon leaving or while in the confines of any DOP facility may be subject to a routine search of their person and personal effects. The right-to-search includes, but is not limited to, work areas, break areas, personal property, possessions, lockers, vehicles, and any other property located on facility property. Such searches are authorized by the Officer-in-Charge. Lockers (if applicable) will be searched at least once every six months and as often as necessary if suspicion arises.
 - (2) Items belonging to a visitor such as purses, boxes, briefcases, or other personal items will remain outside the confines of the any DOP facility. Exceptions may be approved by the OIC. If approval is granted, the personal effect(s) in question will be subject to a thorough visual and/or metal detector search. Any visitor who refuses to submit to a search of their belongings will be denied entry into the facility and will be subject to permanent revocation of visiting privileges.
 - (3) A person's wallet or employee's purse should not be handled by the searcher, but shall be opened completely and its content displayed by the owner/bearer.
 - (4) Routine searches (pat/frisk) - must be conducted by an officer of the same sex as the person seeking entry to the facility.
 - (A) Visitors – Whenever possible, more than one staff person should be present for such searches. If an officer of the same sex as the person is not available to conduct the routine search the person will be denied entry into the facility. When visitors are suspected of carrying contraband, the Officer in Charge is authorized to request the assistance of local law enforcement provided that such assistance results in a routine search of the visitors by an officer of the same sex.

- (B) Routine searches of employees will be conducted as a result of individualized suspicion. An employee may be ordered to remain in a designated area until such time as an officer of the same sex or local law enforcement officer of the same sex is available. Whenever possible more than one staff person should be present for such search. One of these staff persons should be a supervisor superior in rank to the person searched, however, this requirement applies to staff searches conducted for cause. Searches conducted in accordance with this Entrance/Exit policy F.3300 may be conducted by employees of lesser or equal rank.
- (5) Complete searches (unclothed).
- (A) Of visitors, volunteers, vendors, etc. is solely the authority of local law enforcement. While such searches may be conducted on agency property, Division staff should not provide assistance. Any complete search by law enforcement officers shall be conducted in an area that affords the maximum level of privacy to the visitor and to law enforcement personnel while the complete search is performed. If a law enforcement officer of the same sex as the visitor is not available to conduct a complete search then the visitors will be declined entry into a facility.
- (B) Of employees who consent is solely the authority of local law enforcement. Any complete search by law enforcement officers shall be conducted in an area that affords the maximum level of privacy to the employee and to law enforcement personnel while the complete search is performed. If a law enforcement officer of the same sex as the employee is not available to conduct a complete search, then law enforcement may ask for assistance from a same sex division employee of superior rank to the employee being searched; or local law enforcement may removed the employee from the premises.
- (6) Body cavity search of employees is solely the authority of local law enforcement.
- (7) Refusals - Any persons attempting to enter any DOP facility that refuses to comply with any request search (i.e. routine, metal detection, etc.) of themselves or their property or to pass or produce/identify the item causing the metal detection to alert (where applicable) will not be allowed to enter the facility. A written report detailing the person's refusal shall be prepared by the staff member(s) involved and forwarded to the officer in charge for inclusion in an incident report.
- (A) Visitors - Who refuses to submit to any search should be considered for exclusion from an inmate's approved visitors' list in accordance with the inmate Visitation Policy/Procedure policy, D.0200.

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- (B) Employees – Who refuses to submit to a search or refuses to remain in the area as ordered, shall be denied access to the facility. Appropriate disciplinary action up to and including dismissal, shall be initiated in accordance with the Department’s Disciplinary Policy and Procedures.
 - (8) Any persons found with any unauthorized items will be reported to the OIC immediately.
 - (9) If contraband is found on a person or in the personal effects of a person, the contraband should be confiscated and local law enforcement authorities may be notified immediately.
 - (A) Until local law enforcement authorities arrive, reasonable efforts short of the use of force should be utilized to encourage the visitor to remain at the facility. If the visitor refuses to remain as much descriptive and information data as can be accumulated by correctional staff regarding the identity of the visitor and direction of departure and method of departure should be communicated to the local law enforcement officers
 - (B) An employee may be ordered to remain in a designated area until local law enforcement authorities arrive. Whenever possible more than one staff person should be present in the area and one of these staff persons should be a supervisor superior in rank to the person searched. If the employee refuses to remain in the area as ordered, appropriate disciplinary action up to and including dismissal, shall be initiated in accordance with the Department’s Disciplinary Policy and Procedures. A written statement detailing the employee’s refusal shall be prepared by the staff member(s) involved and forwarded to the officer in charge for inclusion in an incident report.
 - (10) If prior to entry, prison officials receive reliable information that a person will attempt to smuggle contraband into the facility. The Officer in Charge should contact the local law enforcement agency for assistance.
 - (e) Vehicle Search Inside Secure Perimeter
 - (1) Vehicular traffic involving departmental vehicles inside the secure perimeter, other than inmate transport vehicles, will be permitted only in situations where reasonable alternatives cannot accomplish the movement of materials, equipment, supplies, or other legitimate purposes.
 - (2) Anytime it is determined that a departmental vehicle, other than inmate transport vehicles, is required to enter the secure perimeter, the officer-in-charge or designee will be contacted for authorization. The officer-in-charge or designee will:
 - (A) make a determination of the necessity of such access or if a reasonable

- alternative can accomplish the same objective;
- (B) consider whether the compound needs to be closed while the vehicle is on the compound or if sufficient staff is available to ensure safe movement; and
 - (C) if the officer-in-charge or designee authorizes entry, ensure that the authorized vehicular access is noted on the facility's shift narrative.
- (3) Each facility's standard operating procedures will stipulate how many vehicles may be inside the perimeter at any one time.
 - (4) All vehicles, commercial, private, or facility, will be thoroughly searched both entering and departing the facility to prevent the introduction of contraband or use of the vehicle as a means of escape by inmates. Vehicles will be searched above, inside, under the hood, and below. Additionally, any attachment to the vehicle such as trailers, carts, toolboxes, etc., will be searched prior to entry and exit.
 - (5) Vehicle keys will be placed in a secured area such as a tower or key box after the vehicle has entered the confines of the facility and prior to inmates accessing the vehicle.
 - (6) All non-departmental persons will be questioned regarding possession of contraband (e.g. firearms, ammunition, narcotics, knives, ropes, jacks, tools, cell phones, tobacco, etc.). Prior to being allowed entry, the driver of the vehicle will turn over any articles offering a threat to the security of the facility to staff who will ensure they are stored in a secure area until his/her departure. Items remaining on the vehicle (e.g. ropes, jacks, etc.) should remain secured while within the facility. All vehicle occupants are subject to search pursuant to section .3307 of this policy.
 - (7) Vehicles entering the secure perimeter will keep their windows rolled up and the doors locked at all times while inside the compound. Vehicles inside the compound will be locked while parked and unattended. If a vehicle needs to be left inside the compound overnight, it will be rendered inoperable by the driver by removal of an engine part necessary for its operation (i.e. battery removal, etc.).
 - (8) Prior to entry, a careful inspection of the interior of vehicles such as a box truck, semi-truck, etc., will be conducted. The cargo truck will remain secured until it reaches its destination and an officer is present at the rear of the truck to closely monitor the loading/unloading of the truck. The officer will maintain constant visual observation of the loading/unloading area of the truck and, upon completion, will secure the cargo bay. The cargo bay will remain secured until it is inside the sally port area for an exit security inspection.
 - (9) Commercial vehicles leaving the facility will have a designated point at which to

stop before reaching the vehicle entrance/exit gate so that the driver can establish to the assigned gate officer the fact that s/he is not under duress.

- (10) During formal counts, vehicles will be held at the gate area until the count is officially cleared this includes transfer buses, enterprise vehicles, law enforcement, etc.
 - (11) In situations where a life threatening medical emergency exists, the normal search requirements for vehicles entering and exiting the facility compound via the vehicle gate will be suspended for emergency vehicles (e.g. ambulance or fire truck) called to provide emergency transport. In order to expedite the ambulance entrance/exit, security staff will meet the ambulance at the gate and provide constant observation of the vehicle until the ambulance exits the compound. Staff should positively identify the emergency personnel, as well as look inside the vehicle to ensure there is no breach of security.
 - (12) Pedestrian traffic through vehicle access gates will be restricted to only those persons whose job responsibilities require use of this entrance/exit area. The facility head, or designee, will determine what pedestrian traffic will be permitted through this gate; however, this should be based on need rather than convenience. Any person entering through any vehicle gate will be subject to search in accordance with section .3307 of this policy
- (f) Employee's Personal Vehicle Search
- (1) Employees will ensure their parked and unattended personal vehicles are locked and the windows rolled up while on state property.
 - (2) If a vehicle is found to be unlocked, the officer-in-charge will be notified immediately.
 - (A) The driver of the vehicle will be determined via consultation with local law enforcement (license registration) and then notified to report to the vehicle.
 - (B) Action will be taken to secure the vehicle and/or the vehicle contents.
 - (3) Employee vehicles parked on Division property are subject to external inspections by Department staff and/or Narcotic Detection Canines.
 - (4) Employee vehicles on Division property may be searched if consent is given by the employee, or a Search Warrant has been properly issued and is being served by a law enforcement agency, or under some other legal justification for a search as determined by local law enforcement officials.
 - (5) Staff members who carry a firearm to and from work in their personal vehicle are expected to store it locked in a glove compartment, locked box or locked trunk.

- (A) Firearms will not be placed in toolboxes or other similar storage devices affixed to or located in a truck bed.
- (B) If the vehicle is a Jeep or similar soft top, no top, and/or no trunk type of vehicle, then a firearm must be secured in a locked box in order to be approved to have it on state property.
- (C) Firearms will not be removed from a vehicle while on state property.
- (D) Employees who bring a personal firearm onto DOP facility property must obtain written authorization in advance from the facility head.

.3308 AUTHORITY TO DETAIN

- (a) Division of Prisons staff may detain another person when the staff member has probable cause to believe that the individual to be detained has committed in his or her presence any of the following:
 - (1) A felony
 - (2) A breach of the peace
 - (3) A crime involving physical injury to another person
 - (4) A crime involving theft or destruction of property
- (b) The detention must be in a reasonable manner considering the offense involved and the circumstances of the detention.
- (c) The individual may not be detained any longer than required to accomplish the earliest of the following:
 - (1) The determination that neither of the events described in section F.3308 (a) above has occurred.
 - (2) Surrender of the individual being detained to a law enforcement officer.
- (d) A staff member who detains another person must immediately notify a law enforcement officer and must, unless the staff member releases the person pursuant to section F.3308(c)(1) above, surrender the person to the law enforcement officer.
- (e) This section does not pertain to situations in which contraband is found on the person or in the personal effects of a visitor. The procedure to follow for that situation is detailed in Section F.3307 (d) (9) of this policy.

.3309 DESIGNATED ENTRANCE/EXIT POINT AT MEDIUM/CLOSE CUSTODY FACILITIES**(a) Setup**

- (1) Each facility must designate a single entrance/exit point to conduct a proper search of employees and visitors.
- (2) The layout and function of the facility's entrance/exit point must be documented in the facility standard operating procedures and be approved by the Region Director.
- (3) The smaller the entrance/exit point; the fewer number of persons allowed in the area during search.
- (4) At minimum, the entrance/exit search station should have the following:
 - (A) Metal detection device(s) (i.e. walk-through, hand-held, or both) (Standardized model per Security manual section .1400).
 - (B) Table or tables.
 - (C) Baskets to separate each individual's personal items.

(b) Staffing

The entrance/exit point is the cornerstone in the facility security net to prevent contraband. Therefore, it is considered a specialized assignment requiring specialized skills and training. One officer and appropriate relief officers per rotation per shift should be selected to work this post based on their ability to search, professional demeanor and ability to complete their task while possibly making some staff and visitors uncomfortable due to the thoroughness of the search process. Facility heads should not consider this a pull post or a routine rotation of staff.

- (1) Staff selected for the entrance/exit post should be professional with good interpersonal communication skills.
- (2) Staff selected for the entrance/exit should be experienced in conducting searches of persons as well as property.
- (3) Staff selected should be well trained in the Division's D.0200 Visitation Policy, F.0100 Operational Searches, F.3300 Entrance/Exit Policy as well as the facility's standard operating procedures on entrance/exit and search.
- (4) Searches conducted on employees may be conducted by employees of lesser or equal rank.

- (5) Entrance/Exit staff should ensure all persons and personal items are carefully searched.
 - (6) The Shift OIC will randomly report to the entrance/exit point to observe the entrance/exit operations to ensure that Division of Prisons policies and the facility's standard operating procedures are being followed.
 - (7) The Facility Head should periodically meet staff at line-ups to address the division's commitment to preventing contraband from entering the facility and emphasize his/her support for the entrance/exit staff as it relates to facility security.
- (c) Metal Detection
- (1) All facilities designated by Prisons Management shall be equipped with metal detectors, walk-through or hand held, at all appropriate entrance/exit points.



Chief of Prisons Date

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