

A prisoner's clothing will be searched in the following manner:

1. Examine all pockets for contraband turning them inside out.
2. Run fingers over all linings to check for areas which might contain contraband
3. Check the fly, waistband, all cuffs, all seams, hatbands, and collars for concealed contraband.
4. Examine the soles, heels and inside of all shoes.
5. Examine socks turning them inside out

A strip search will be conducted as follows:

Instruct the prisoner to comb his fingers through his hair, bend his head down, and shake out his hair.

The Attendant will instruct the prisoner to turn his left side to him and pull his left ear down and let it up so that the Attendant can look into and behind it. The prisoner will follow the same procedure with the right ear. The Attendant will next instruct the prisoner to face him and lift his head up so that he can look into his nostrils. He will then instruct the prisoner to open his mouth and wiggle his tongue back and forth. The Attendant will then ask the prisoner if he wears contacts or dentures. If the prisoner wears contacts, the Attendant will advise him that it will be responsibility to care for them in the detention area. If he wears dentures, the Attendant will ask the prisoner to remove them so they can be examined for contraband and then remind him that it will be his responsibility to care for them in the detention area.

Instruct the prisoner to face the wall, bend down and spread the cheeks of his buttocks. Next, the Attendant will instruct the prisoner to raise one foot at a time so that he can check the bottom and toes of each foot. A male prisoner will be required to lift his testicles in his hand. A female prisoner will be required to squat and cough. The prisoner will then be instructed to lift his arms above his head, so the armpits can be examined for contraband. Carefully examine the backs, palms, and between the fingers.

If the prisoner is wearing a cast or bandages, the Attendant will carefully inspect them for contraband. If the prisoner is wearing a brace or prosthesis, the Attendant will instruct the prisoner to remove either for examination.

NOTES: IT is imperative that the Attendant remain in visual contact with the prisoner at all times to prevent the prisoner from disposing of contraband. The Attendant conducting the search will be the same sex as the prisoner being searched. The prisoner should be observed by no more Attendants or Officers than necessary to conduct the search and maintain security.

**ALL BODY CAVITY SEARCHES WILL BE CONDUCTED BY A QUALIFIED PHYSICIAN AT THE ERIE COUNTY MEDICAL CENTER.**

**SEARCHING OF FEMALE PRISONERS:**

- A. FEMALE PRISONERS MUST BE SEARCHED BY FEMALE STAFF.

- B. MALE ATTENDANTS SHALL NOT SEARCH FEMALE PRISONERS EXCEPT IN ACCORDANCE WITH THE GUIDELINES FOR BODY SEARCHES; STRIP/BODY CAVITY SEARCHES OR IN THE CASE OF AN EMERGENCY. (I.E. IN THE PROCESS OF SECRETING WEAPONS/DRUGS UPON THEIR PERSON.)
- C. If an evidentiary search is deemed necessary, a female Attendant, or if unavailable, a female Police Officer will be utilized to conduct the search.
- D. If no female Attendants or female Police Officers are available in this department, the prisoner will be taken to the Erie County Holding Center and Sheriff's Office personnel will be requested to conduct the evidentiary search.
- E. Strip search of female prisoners – See "Strip Search" These criteria must be met along with obtaining permission from the Lieutenant on duty.

**HANDCUFFING OF FEMALE PRISONERS**

Inasmuch as female prisoners will not be thoroughly searched in most instances, arresting officers are to keep them handcuffed at all times.

## Appendix A - Searches

### SEARCHING PRISONERS

Arresting officer(s), upon proper admission to the cellblock, SHALL remain with their prisoner through the search of the arrestee, and until the prisoner is placed in his cell. Any contraband found upon a prisoner subsequent to the cellblock attendants search shall be turned over to the arresting officer(s) for the filing of any additional charges.

All prisoners shall be thoroughly searched by the attendants before being placed in a cell. Belts, suspenders, shoe laces, etc. shall be removed from the prisoners.

Arresting officers will always view the search of an arrestee. Arresting officers will not conduct searches but may assist at the request of a cellblock attendant. Female attendants assigned to the cellblock will not conduct searches of a male arrestee, unless an emergency exists. No strip search is to be conducted without the approval of the Lieutenant on duty.

The Major area that Attendants fail to search male prisoners is in the groin area. This is an area that offenders often carry contraband and weapons. Attendants are to make a thorough search of the male prisoners paying special attention to the groin area. Be wary of the prisoner who makes statements about the Attendant's sexual orientation whenever the Attendant's hands get close to the genital area of the prisoner. This prisoner may be concealing evidence, contraband or a weapon in his groin area.

**SPECIAL NOTE:** If a prisoner, in the presence of an Attendant, attempts to secret a weapon which presents a clear and imminent threat of creating serious bodily injury or death (handgun, straight razor, knife, etc.) the Attendant has the authority to immediately force removal of same.

The arresting Officer is responsible for the thorough search of the prisoner at City Court Booking. If additional property is found, upon the prisoner while being searched at the cellblock, the following procedure shall be followed:

- It will be the responsibility of the arresting officer to take possession of the property.
- The arresting officer shall make a notation on the prisoner's property receipt indicating the property taken and sign his/her name adjacent to the entry. This will indicate that the officer received the property.
- The prisoner property receipt will be given back to the prisoner.
- The officer will then be instructed to take the property to City Court Booking personnel to make the necessary notations on the original receipt of the prisoner property receipt.

### PRISONER'S PERSONAL PROPERTY

Belts, shoelaces, jackets etc., taken from a prisoner while housed in the cellblock, shall be stored in the cubicles located inside the cellblock area. Whenever a prisoner leaves the cellblock he shall be given his personal property that had been stored in the cellblock. It shall be the responsibility of the on-duty cellblock attendant to see that the property is returned to the rightful owner upon his release whether he is bailed, taken to court or released under other

circumstances. **WHEN TAKEN TO COURT – PROPERTY TAKEN FROM PRISONER IN CELLBLOCK TO GO WITH PRISONER**

### **GUIDELINES FOR BODY SEARCHES, STRIP/BODY CAVITY SEARCHES – MALES**

**See separate section regarding Females**

The integrity of an individual's person is a cherished value in our society, and a strip search or body cavity search is a significant intrusion into an individual's personal privacy. Therefore, strip searches and body cavity searches should never be undertaken routinely, and never without clear, legal justification.

#### **DEFINITIONS OF TERMINOLOGY:**

**STRIP SEARCH** - The removal or rearrangement of any clothing which permits visual inspection of the genitals, buttocks, anus, or female breasts.

**PAT/FRISK SEARCH** – A search during which a prisoner is not required to remove his/her clothing.

**BODY CAVITY SEARCH** – A search or examination of any body cavity of an individual and is a substantial significant intrusion into a person's personal privacy.

**METAL DETECTOR SEARCH** – A search which requires an individual to either "walk through" a metal detector, or that a hand held detector be passed over and around an individual's body to determine whether there are metal objects in their clothing or attached to their body.

#### **PROCEDURE:**

In order for the pat and strip searches to be successful in uncovering contraband, it is important for the Attendant to remember the following:

1. The search must be systematic and orderly. If steps are missed, the search is likely to be a failure.
2. The search must be conducted with great care and attention on the part of the attendant. Careless searches have been one of the leading causes for the introduction of dangerous drugs or weapons into lock-ups.
3. The search must be conducted in an area where other prisoners are not present. This eliminates distractions by other prisoners and reduces the tension caused by embarrassment of the prisoner being searched.
4. The Attendant must be objective and professional at all times. Personal remarks and gestures have no place in conducting searches.

#### **PAT SEARCH**

The Pat search is a more common means of searching prisoners on a routine basis. This search will be conducted at the following times:

1. Upon admittance before a prisoner enters the secure area of the lock-up
2. During shakedown, if the situations warrants, the Lieutenant on duty may order a strip search instead of a pat search.

3. When a prisoner leaves the facility for any reason other than release, i.e. court, hospital.
4. At any time the Lieutenant on duty feels that such a search is warranted.

The basic pat search will be conducted in the following manner:

1. Have the prisoner empty all pockets, trousers, shirt, coat and jacket, etc. turning all pockets inside out. After the contents have been checked, the articles will be placed out of reach of the prisoner.
2. Instruct the prisoner to stand approximately two feet from a wall., spread his legs and lean against the wall with his forehead touching it, arms extended outward (palms out). The prisoner would be directed not to remove his hands from the wall or move in any manner until so instructed. This is an advantageous position for the Attendant, should the prisoner display violent tendencies.
3. Run the prisoner's shirt collar between fingers carefully feeling for small hidden wires, hacksaw blades, drugs, etc.,
4. Move hands downward, running over the shoulders, down the outside of the prisoner's arms to the armpits.
5. Run hands down the shirt front, checking pockets and stopping at the beltline
6. Run fingers around the inside of the waistband, feeling for any small articles hidden there are behind the belt.
7. Run hands down the prisoner's buttocks all the time feeling for places which might contain hidden, illegal articles.
8. Run hands carefully down the legs, checking all around them for concealed articles. Trouser cuffs should be checked carefully for contraband.
9. Run hands over the prisoner's lower abdomen and crotch carefully, looking for concealed articles that may be taped to these areas.
10. Instruct the prisoner to remove his/her shoes. Look into the shoes and tap them firmly on the floor to dislodge any contraband that might possibly be secreted in them. Have the prisoner lift his feet so that the soles are revealed to ensure the absence of contraband i.e. drugs, knife etc.

#### **STRIP SEARCH**

Upon approval of the Lieutenant on duty, **ALL** strip searches will be conducted in areas which will ensure the privacy of the inmate being searched.

Strip searches will be permissible at the following times:

1. Upon admission for those prisoners charged with a felony/misdemeanor upon the reasonable suspicion that the arrestee is carrying or concealing contraband based on the crime charged.
2. After a prisoner's return to the facility from outside i.e. court, hospital etc.
3. At any time the Lieutenant on duty feels that this type of search is warranted during a "shakedown" instead of a pat search. Attendants will use proper care in the handling of the prisoners clothing once it has been removed. As the prisoner removes an article of clothing, he/she will hand it to the Attendant who will search the clothing and set it aside, out of the reach of the prisoner, in an orderly manner. It is advisable that the Attendant, conducting the strip search, wear protective gloves as a protective measure for him or herself.

## Appendix A - Searches

### SEARCHING PRISONERS

Arresting officer(s), upon proper admission to the cellblock, SHALL remain with their prisoner through the search of the arrestee, and until the prisoner is placed in his cell. Any contraband found upon a prisoner subsequent to the cellblock attendants search shall be turned over to the arresting officer(s) for the filing of any additional charges.

All prisoners shall be thoroughly searched by the attendants before being placed in a cell. Belts, suspenders, shoe laces, etc. shall be removed from the prisoners.

Arresting officers will always view the search of an arrestee. Arresting officers will not conduct searches but may assist at the request of a cellblock attendant. Female attendants assigned to the cellblock will not conduct searches of a male arrestee, unless and emergency exists [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The arresting Officer is responsible for the thorough search of the prisoner at City Court Booking. If additional property is found, upon the prisoner while being searched at the cellblock, the following procedure shall be followed:

- It will be the responsibility of the arresting officer to take possession of the property.
- The arresting officer shall make a notation on the prisoner's property receipt indicating the property taken and sign his/her name adjacent to the entry. This will indicate that the officer received the property.
- The prisoner property receipt will be given back to the prisoner.
- The officer will then be instructed to take the property to City Court Booking personnel to make the necessary notations on the original receipt of the prisoner property receipt.

### PRISONER'S PERSONAL PROPERTY

Belts, shoelaces, bra's, jackets etc., taken from a prisoner while housed in the cellblock, shall be stored [REDACTED]

[REDACTED] It shall be the responsibility of the on-duty cellblock attendant to see that the property is returned to the rightful owner upon his release whether he is bailed, taken to court or released under other

circumstances. [REDACTED]

**GUIDELINES FOR BODY SEARCHES, STRIP/BODY CAVITY SEARCHES – MALES**

**See separate section regarding Females**

The integrity of an individual's person is a cherished value in our society, and a strip search or body cavity search is a significant intrusion into an individual's personal privacy. Therefore, strip searches and body cavity searches should never be undertaken routinely, and never without clear, legal justification.

**DEFINITIONS OF TERMINOLOGY:**

**STRIP SEARCH** - The removal or rearrangement of any clothing which permits visual inspection of the genitals, buttocks, anus, or female breasts.

**PAT/FRISK SEARCH** – A search during which a prisoner is not required to remove his/her clothing.

**BODY CAVITY SEARCH** – A search or examination of any body cavity of an individual and is a substantial significant intrusion into a person's personal privacy.

**METAL DETECTOR SEARCH** – A search which requires an individual to either “walk through” a metal detector, or that a hand held detector be passed over and around an individual's body to determine whether there are metal objects in their clothing or attached to their body.

**PROCEDURE:**

In order for the pat and strip searches to be successful in uncovering contraband, it is important for the Attendant to remember the following:

[REDACTED]

**PAT SEARCH**

The Pat search is a more common means of searching prisoners on a routine basis. This search will be conducted at the following times:

1. Upon admittance before a prisoner enters the secure area of the lock-up
2. During shakedowns, if the situations warrants, the Lieutenant on duty may order a strip search instead of a pat search.

3. When a prisoner leaves the facility for any reason other than release, i.e. court, hospital.
4. At any time the Lieutenant on duty feels that such a search is warranted.

The basic pat search will be conducted in the following manner:



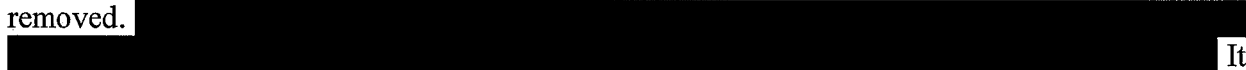
**STRIP SEARCH**

Upon approval of the Lieutenant on duty, ALL strip searches will be conducted in areas which will ensure the privacy of the inmate being searched.

Strip searches will be permissible at the following times:

1. Upon admission for those prisoners charged with a felony/misdemeanor upon the reasonable suspicion that the arrestee is carrying or concealing contraband based on the crime charged.
2. After a prisoner's return to the facility from outside i.e. court, hospital etc.
3. At any time the Lieutenant on duty feels that this type of search is warranted during a "shakedown" instead of a pat search.

Attendants will use proper care in the handling of the prisoners clothing once it has been removed.



is advisable that the Attendant, conducting the strip search, wear protective gloves as a protective measure for him or herself.

A prisoner's clothing will be searched in the following manner:

[REDACTED]

A strip search will be conducted as follows:

[REDACTED]

[REDACTED]

Instruct the prisoner to face the wall, bend down and spread the cheeks of his buttocks. Next, the Attendant will instruct the prisoner to raise one foot at a time so that he can check the bottom and toes of each foot. A male prisoner will be required to lift his testicles in his hand. A female prisoner will be required to squat and cough. The prisoner will then be instructed to lift his arms above his head, so the armpits can be examined for contraband. Carefully examine the backs, palms, and between the fingers.

[REDACTED]

NOTES: IT is imperative that the Attendant remain in visual contact with the prisoner at all times to prevent the prisoner from disposing of contraband. The Attendant conducting the search will be the same sex as the prisoner being searched. The prisoner should be observed by no more Attendants or Officers than necessary to conduct the search and maintain security.

**ALL BODY CAVITY SEARCHES WILL BE CONDUCTED BY A QUALIFIED PHYSICIAN AT THE ERIE COUNTY MEDICAL CENTER.**

**SEARCHING OF FEMALE PRISONERS:**

- A. FEMALE PRISONERS MUST BE SEARCHED BY FEMALE STAFF.

- B. MALE ATTENDANTS SHALL NOT SEARCH FEMALE PRISONERS EXCEPT IN ACCORDANCE WITH THE GUIDELINES FOR BODY SEARCHES; STRIP/BODY CAVITY SEARCHES OR IN THE CASE OF AN EMERGENCY. (I.E. IN THE PROCESS OF SECRETING WEAPONS/DRUGS UPON THEIR PERSON.)
- C. If an evidentiary search is deemed necessary, a female Attendant, or if unavailable, a female Police Officer will be utilized to conduct the search.
- If no female Attendants or female Police Officers are available in this department, the prisoner shall be taken to the Erie County Holding Center, after making arrangements with the E.C.H.C. and Sheriff's Office personnel will be requested to conduct the evidentiary search.
- E. Strip search of female prisoners – See “Strip Search” These criteria must be met along with obtaining permission from the Lieutenant on duty.

#### **HANDCUFFING OF FEMALE PRISONERS**

Inasmuch as female prisoners will not be thoroughly searched in most instances, arresting officers are to keep them handcuffed at all times.