

## Section 5: Security

### Subject: Searches (Shake Downs)

Minimum Standard: 5120:1-8-03 (11)(a)(b)(c)

Revised: 10/2008, 12/2011

Authorized: \_\_\_\_\_ Effective date: \_\_\_\_\_  
Sheriff Paul A. Sigsworth

## POLICY

It is the policy of the Erie County Jail that officers be constantly aware of the need for safety and security of the facility. In order to maintain a safe and secure environment the need for searches is paramount. Searches should include inmates, cells, dorms, and common areas. All searches should be conducted unannounced and at irregular times. Searches should be conducted with minimal disturbance to the inmate's possessions and only contraband should be confiscated. Inmate accessible areas shall be inspected in a manner that ensures all areas are inspected each month on an irregular interval. A security inspection of the jail shall be conducted once a month. All searches/inspections will be documented. The jail administrator or designee shall be notified of any discovered contraband or physical security deficiencies. The appropriate disposition of contraband and the remediation of physical security deficiencies shall be documented.

## PROCEDURE

### A. Daily Area Searches

1. Housing area searches will be conducted on each shift daily
2. The Shift Supervisor will ensure that a minimum of 2 cells will be searched daily in each population area (A, B, and E Control Areas).
3. C Shift should conduct searches of common areas such as dayrooms, storage closet, laundry room, gym, library, visitation areas, etc. The supervisor will ensure that two areas are searched nightly.
4. This event shall be entered in the JMS jail log as a SHAK (Shake Down) Event to include:
  - a. The Time and Date.
  - b. Who was involved in the shake down.
  - c. What items were found and confiscated, or any defects in the facility (if any).

### B. Special Searches

1. Whenever an officer has reason to believe that contraband has been introduced into the area, the officer should immediately notify the shift supervisor.
2. The Shift Supervisor can order a systematic housing area search and assign corrections officers accordingly.
3. Inmates who occupy the area to be searched should be moved to another area of the facility such as the Indoor Recreation Area as the search is being conducted.
4. With the approval of the shift supervisor, a special search may be conducted at any time.
5. A special search can be conducted under the following circumstances:
  - a. Information received of possible contraband introduction in the facility.
  - b. Observations by jail staff that indicate contraband may have been introduced into the facility.

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- c. Unaccounted tools, kitchen equipment, or other supplies.
- 6. This event shall be entered in the JMS jail log as a SHAK (Shake Down) Event to include;
  - a. The Time and Date.
  - b. Who was involved in the shake down.
  - c. What items were found and confiscated, or any defects in the facility (if any).

**C. Monthly Security Inspections**

- 1. The Jail Administrator and/or designee will conduct a monthly inspection of the jail to ensure the safety and security of the facility.
  - a. The C Shift Supervisor will conduct an inspection of the jail using once a month using the Monthly Inspection Form.
  - b. They will submit the form to the Jail Administrator once completed.
- 2. This event shall be entered in the JMS jail log as a MSNP (Monthly Inspection) Event to include;
  - a. The Time and Date.
  - b. Who was involved in the inspection.
  - c. What items were found and confiscated, or any defects in the facility (if any).