

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3. 1. 12
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	12	Shakedown and Control of Contraband	
STANDARDS: ACA – 4 – ALDF: 2C-01			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.1.12 dated 8/1/14 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to conduct periodic searches of inmates and conduct shakedowns in cells, housing units and common areas of the facility and the facility grounds.

II. RESPONSIBILITIES

All Division of Corrections staff, contractors, and volunteers working in the facilities are responsible for adhering to the following procedures.

III. DEFINITIONS

Contraband: Any item, whether nuisance or dangerous, which is possessed by any person, or found in or around the facility, which is illegal by law or expressly prohibited by the Division of Corrections.

Correctional Staff: For the purpose of this policy means all Divisional staff, contractors and volunteers working at the St. Louis City Medium Security Institution and the City Justice Center.

Dangerous Contraband: Illegal or prohibited items that would cause disorderly conduct, aid in escape, cause bodily harm or otherwise be used as a weapon.

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

Nuisance Contraband: Contraband that does not endanger the safety or security of the Division of Corrections' facilities or its occupants. This includes extra items of clothing, prohibited food items, and extra hygiene items.

Shakedown: The search for contraband in and around the facility perimeters, housing units, cells units and, other areas of the facility and personal property.

Shakedown Kit: An equipment box containing items such as: gloves, mirrors, rubber mallet, flash light, evidence bags, garbage bags, etc., needed for shakedown operations.

IV. PROCEDURES

1. Items not allowed beyond the secured authorized storage Room at CJC or lobby entry at MSI includes but not limited to:
 - a. Weapons: guns, knives, mace / pepper spray (unless authorized by Chief of Security), Swiss Army knives, pocket knives, etc.
 - b. Controlled substances and alcohol
 - c. Cigarettes/chewing tobacco, lighters, matches
 - d. Telephones, pagers, and any type of electronic devices (unless authorized by Detention Center Superintendent)
 - e. Chewing Gum
 - f. Metal Items: Metal nail files, metal eating utensils, Aluminum Soda Cans, Metal Travel Mugs, Aluminum foil/wrapping (unless authorized by Superintendent).
 - g. Glass Items: Glass drink containers, glass dishware (unless authorized by the Detention Center Superintendent).
2. Every person entering the facility is required to secure unauthorized items in the lockers at CJC or the lockers at MSI.
3. All law enforcement personnel including Police Officers will secure their weapons in the secure authorized gun lockers at CJC or in the gun lockers at MSI prior to entry into the secure area of the facilities.
4. Housing Unit Officers from the 1st, 2nd and 3rd Shifts performs a daily random search of at least two cells per shift..

POLICY & PROCEDURES

5. Supervisors schedules shakedown of Housing /Dormitory Units periodically and when there is a reason to believe contraband is in an area. All inmates are searched during shakedown
6. Supervisors are responsible for assigning custody staff to be in charge of documenting everything that was found, and to complete a Shakedown Report upon the completion of the search.
7. During a shakedown, inmates are not allowed to remain in the immediate area of the search.
8. If any contraband is found that would constitute criminal charges, the Correctional staff adheres to procedures in DOC # 3.1.28 Crime Scene Management.
9. A contracted staff or a volunteer discovering contraband in the facility or facility grounds reports it immediately to any available custody staff and, submits a written report of same findings to that custody staff member and a copy to Superintendent.
10. At the determination of the Appointing Authority/designee, the St. Louis Metro Police Department may assist custody staff with institutional shakedowns that includes the use of canine.
 1. The Correctional Officers will thoroughly search all areas of the living and non-living areas of the facility and will seize nuisance and dangerous contrabands; confiscate excess linens and clothing, and places the excess items in a laundry cart.
 2. If an inmate has unauthorized property, it will be confiscated. It will be handled as contraband and disposed of accordingly.
 3. When the shakedown of a cell/dorm is completed, the Officer will ensure that the inmates' property is placed on the inmate's bed in an orderly fashion.
 4. The custody staff will return all confiscated laundry to the laundry room to be laundered.
 5. If a Correctional Officer finds an inmate in possession of contraband, the Officer initiates a Disciplinary Report against the inmate. (See policy #3.3.6.: Major Violations; and #3.3.7: Criminal Violations).