

# POLICY AND PROCEDURES

NUMBER: 814

SUBJECT: Professional Visitor Searches

ACA STANDARDS: 3-ALDF-5D-15

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 5/05, 5/08, 11/13



## I. POLICY

The St. Louis County Department of Justice Services shall provide a method of searching any persons and property entering the Department's facility, in order to prevent the introduction of contraband and to ensure the safe and secure functioning of the facility.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. DEFINITIONS

**Pat Search:** A systematic and thorough search of a fully clothed person using the hands to search clothing and personal belongings.

**Strip Search:** A systematic and thorough search of an unclothed person's body, clothing, and personal belongings.

## IV. PROCEDURES

A. All professional visitors entering the secure perimeter may be searched except judges, uniformed police officers and persons on facility tours. On

'Search Days' all professional visitors shall be searched, during the times all Justice Services staff are being search, with the exception of Judges and policemen.

- B. All visitors must successfully pass through the metal detector upon entering the Justice Center.
- C. All visitors are required to leave all personal property in the lockers provided.
- D. If staff have reason to believe that a visitor is bringing contraband, (i.e., controlled substances, weapons and other items) into the facility, the Watch Commander shall be notified immediately.
- E. The Watch Commander shall make an assessment of the situation, authorize or perform a pat search if necessary and notify the Security Manager of the results.
- F. Visitors shall not be strip searched.
- G. If a visitor is unable to pass a pat search, he/she will be denied access to the facility.
- H. Personal and professional visitors in violation of any visiting rules may be barred from further visitation at the discretion of the facility administration.
- I. Visitors found in violation of any other facility rule may be denied further visitation for up to ninety (90) days.
- J. Any individual who has been barred from visitation must petition the Superintendent of the Security, in writing, before being allowed to enter the facility for visiting purposes.
- K. Introducing contraband to the facility:
  - 1. If contraband is found on a visitor, the individual shall not be permitted to enter the facility and may be subject to prosecution. (See Policy #841 Evidence Preservation)
  - 2. Any visitor introducing contraband to any St. Louis County Department of Justice Services' facility shall be denied further visitation indefinitely.