

POLICY AND PROCEDURES

NUMBER: 841

SUBJECT: Contraband Control

ACA STANDARDS: 4-ALDF-2C-01, 06

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 10/20/81 REVISION DATE: 9/97, 12/99,
5/05, 10/07, 10/12



I. POLICY

The St. Louis County Department of Justice Services shall make every effort to prevent the introduction of contraband into the secure area of the St. Louis County Justice Center, while respecting the personal rights, property rights and dignity of inmates, staff and the public.

II. RESPONSIBILITIES

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

III. DEFINITIONS

Contraband: Any item which is not specifically issued or authorized by policy; or any authorized items that have been altered for other than their intended purposes; or approved items in excess of authorized amounts.

Illegal Contraband: Any item whose introduction into a penal institution constitutes a violation of federal, state or county laws, (e.g., weapons, drugs).

IV. PROCEDURES

A. Prevention/Control

1. All staff should be alert to the potential for the introduction and/or possession of contraband and take appropriate action to gain possession of the contraband and properly secure it.
2. All Custody staff have the authority to conduct searches on any inmate in accordance with procedures outlined in Inmate Searches, #813. The procedures for searching staff is outlined in Random Searches/Strip Searches #120.
3. In order to effectively prosecute an individual for the introduction/possession of illegal contraband, it is essential that the chain of evidence be preserved until completion of any legal proceedings. (See Policy #840 Evidence Preservation)
- [4. The *Superintendent of Security* will contact the County Police Canine Unit to conduct a random search of at least one (1) housing unit *when scheduling permits*. If there is credible evidence of drug activity in a housing unit the *Superintendent of Security* may contact the County Police Canine Unit to assist in the search. Searches involving the Canine Unit will be documented in the Watch Commander's report.]

B. Suspected Illegal Drug Paraphernalia, Substances or Weapons

1. If suspected illegal drug paraphernalia, substances or weapons are found in a cell, on an inmate, or in the facility, the discovering officer shall:
 - a. Secure the area
 - b. Notify the Watch Commander and call for back up.
 - c. Preserve all evidence as outlined in the Evidence Preservation Policy, #840
 - d. Have the Watch Commander notify the Clayton Police Department
 - e. Complete detailed reports.
2. The cell or area in which the illegal contraband was found will be thoroughly searched for additional contraband.
3. An Incident Report shall be completed by all staff involved prior to the completion of their shift.

4. If suspected illegal drug paraphernalia, substances or weapons are found in an inmate's incoming mail, the discovering staff member will:
 - [a. Notify the *Superintendent of Security*, (in his/her absence, the Watch Commander) who will notify the Clayton Police Department.]
 - b. Complete an Incident Report.
 5. If there is reason to believe that an inmate may have additional contraband in his/her possession, the inmate will be strip searched and their cell will be searched.
- C. Suspected Consumption of Alcoholic Beverages or Use of Controlled Substances
1. If staff suspects that an inmate has consumed an intoxicating beverage or is under the influence of a controlled substance, the inmate will be ordered to submit to a breath and/or urine test. This order will come from the Unit Manager, or in his/her absence, the Watch Commander.
 2. Failure to comply with this order will result in the inmate being placed on "lock down" status in Disciplinary Segregation pending a hearing.
 3. If the test results indicate the presence of alcohol and/or a controlled substance, the inmate will be placed on "lock down" status in Disciplinary Segregation pending the results of a hearing.
- D. Property of the Facility; Personal Property of Inmate, Staff, or Another Inmate
1. Unauthorized items belonging to the institution, unauthorized personal property of the inmate, staff or another inmate may be considered contraband. However, such possession would not normally result in criminal prosecution. Such possession will normally be handled through disciplinary procedures.
 2. All inmates will be informed at orientation of facility rules and regulations and will receive an inmate handbook detailing what items they may have in their possession. (See Policy #811 Authorized In-Cell Items)

3. When unauthorized property is found, the discovering officer shall submit an Incident Report detailing the circumstances of any seizure of property. All unauthorized property shall be stored in the Watch Commander's or Unit Manager's office for proper disposition.
4. All staff who witness an incident shall file a report.
5. Pending the results of a disciplinary hearing, the property will be disposed of as follows:
 - a. Food items, smoking paraphernalia, tobacco products, and non-repairable or unclaimed items will be disposed of as garbage.
 - b. Property belonging to the facility, staff or other inmates will be repaired if necessary and returned to its legitimate owner.
 - c. Items of value belonging to the inmate will be inventoried and stored in the inmate's personal property.

E. Staff and Visitors

1. No employee or member of the public shall introduce or attempt to introduce contraband into the secure area of the Justice Center.
2. If an employee or visitor introduces or attempts to introduce illegal contraband into the facility, (e.g., weapons or drugs), the Clayton Police Department shall be notified immediately. The Internal Affairs Officer shall also be notified.
3. If an employee introduces or attempts to introduce smoking paraphernalia or tobacco products into the secure area of the facility, their immediate supervisor, along with the Internal Affairs Officer shall be contacted immediately.
4. When the Watch Commander deems it necessary, members of the public will be prohibited from entering the facility if they refuse to submit to a pat-down or electronic surveillance search of their person, and/or inspection of their personal property.
5. Clayton Police will be contacted and asked to write a report whenever any visitor or employee is found passing illegal

contraband to an inmate or bringing illegal contraband into the Justice Center.

6. Any visitor found passing contraband items to an inmate will have their visit immediately terminated and be escorted out of the facility. The staff member discovering the contraband items shall write a report.
7. The visitors in the above situations will not be allowed to return to the facility for the purpose of visiting an inmate without first obtaining clearance from a Superintendent.

F. Contraband Control and Maintenance Personnel

1. Maintenance personnel entering the facility will be required to inventory all tools and materials prior to entering the secure perimeter. It is recommended that Maintenance personnel bring only those tools needed to perform the specific task at hand.
2. Upon completion of the assignment, Maintenance personnel will inventory all tools. Any discrepancies found shall be reported to the officer supervising the area so a search can be initiated immediately.
3. Materials and tools will not be left unattended and will be closely guarded at all times. If the work area must be left unattended, materials and tools will be placed in a secured area.
4. Maintenance items possessed by an inmate without authorization or supervision will be considered contraband.
5. All kitchen equipment, cutlery items, etc., shall be accounted for, controlled and inventoried according to the Tool Control Policy, #827.