



COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	FPB 6.2.425 SEARCHES AND CONTRABAND CONTROL
Effective Date:	11/23/2020 Page 1 of 2
Revision Date(s):	04/24/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division Chief

This requirement is referenced as ACCD 3.1.1700 Searches and Contraband Control in Section 3.H.1 Security/Counts in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.

I. PURPOSE

The Community Corrections Facilities and Programs Bureau (FPB) will provide direction for contract facilities in conducting searches of offenders' person, and will assist in the development, implementation, and enforcement of operational procedures that detect and control the introduction, fabrication, possession, and transmission of contraband within the facilities.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. PROCEDURE DEVELOPMENT

1. FPB contract facilities will develop procedures to establish search plans that include:
 - a. unannounced and irregularly timed searches of offenders, offender rooms, and work areas;
 - b. perimeter searches;
 - c. requirements for the search of offenders' religious items;
 - d. avoidance of unnecessary force, embarrassment, or indignity to the offender;
 - e. how to conduct searches to control contraband, recover missing or stolen property, and prevent escapes or other disturbances;
 - f. respect for offenders' personal property;
 - g. annual review of search procedures with updates as necessary;
 - h. documentation of all searches, excluding clothed body searches that do not result in the discovery of contraband or result in a disciplinary write-up; itemizing of any found contraband; and submission of documentation to the chief of security;
 - i. offenders, visitors, and staff are subject to clothed body searches at any time;
 - j. unclothed body-search requirements and techniques applicable to offenders;
 - k. the restricted use of body cavity searches;
 - l. how to ensure reasonable accommodations for offenders with disabilities;
 - m. how to conduct cross gender clothed body searches, and searches of transgender and intersex offenders, in a professional, respectful, and least intrusive manner possible;
 - n. required frequent facility area searches, which include housing, visiting, and general areas, to prevent serious incidents or escapes and uncover contraband;
 - o. proper techniques to detect prohibited items, uncover potential security breaches, and protect both offenders and staff from undue harm;
 - p. use of security equipment;
 - q. preventive measures and proper safeguards to use during searches, such as methods to avoid the danger of "needle sticks" that may lead to infection; and
 - r. proper responses to other potentially hazardous conditions.
2. Facilities will require staff training on search and contraband control procedures and effective search techniques.

B. PROCEDURE REQUIREMENTS

1. Clothed Body Searches
 - a. conducted by staff of the same gender of the individual being searched whenever possible; and
 - b. conducted in accordance with approved facility training requirements:
 - 1) staff will pass hands deliberately and carefully in and around the groin area;
 - 2) carefully search for items that may be concealed in bras; and
 - 3) inspect shoes, insoles, and heels as time and circumstances allow.
2. Unclothed Body Searches
 - a. conducted by trained staff in a respectful and dignified manner;
 - b. except in emergency situations, conducted by staff of the same gender as the offender in a private area and based on a reasonable suspicion that the offender is carrying contraband or other prohibited material; and
 - c. reasonable suspicion is not required for unclothed body searches when offenders return from contact with the general public or from outside the facility.
3. Body Cavity Searches
 - a. conducted only by health care providers, excluding facility health care providers, when there is a reason to do so and only with the written authorization of the facility administrator; and
 - b. in such cases, a physician must authorize the instrument or surgical examination of body cavities.
4. Facility Area Searches
 - a. conducted by staff in a manner that:
 - 1) respects offenders' personal property, using care not to willfully discard, break, or misplace items; and
 - 2) leaves the area as close to the way it was found as possible; and
 - b. facility staff who damage or destroy personal property will submit a report with the property to the appropriate supervisor.

IV. CLOSING

Questions about this facility operating requirement should be directed to the Community Corrections Facilities and Programs Bureau.

V. REFERENCE

A. 53-1-203, MCA