

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 9/30/2020	Policy Number: 5 . 6 . 1
	Updated: 8/15/2023	Page Number: 1 of 2
Section: Security & Control	Reference: NDS 2019 – 2.3 – Facility Security and Control DHS 115.13	
Subject: Unannounced Security Inspections	Authority: Michael D. Bitnar , Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. POLICY

- A.** The Chippewa County Correctional Facility will conduct frequent unannounced security inspections.

II. PURPOSE

- A.** The purpose of unannounced security inspections is to detect and control contraband; identify and deter sexual abuse; maintain facility safety, security and good order; prevent escapes; maintain sanitary standards; and eliminate fire and safety hazards.

III. PROCEDURAL GUIDELINES

- A.** Unannounced security inspections shall frequently occur on both day and night shifts. The security inspections shall take place inside the inmate/detainee housing areas and including both the common areas and personal living areas of the inmate/detainees.
- B.** Security inspections shall frequently occur in the inmate/detainee common/work areas (e.g. classroom, dayroom, visitation areas, laundry room, etc.).
- C.** Staff is prohibited from alerting others about any announced security inspection, unless such announcement is related to legitimate operational functions of the facility.
- D.** Unannounced security inspections will be documented via the JMS system. Documentation will include the date, time, and findings, including location(s) where contraband was found, the type(s) of contraband, any physical plant issues, and the searching officers names.

Unannounced Security Inspections	2 of 2
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- E.** Incident reports involving unannounced security inspections generated via the JMS system will be forwarded to the Jail Sergeant and Jail Administrator for review *(unless the report has already been submitted due to an inmate/detainee misconduct)*.
- F.** Maintenance personnel will be contacted immediately for any physical plant issue(s) needing immediate attention.
- G.** If contraband is located/seized during an unannounced security inspection, the contraband will be processed in accordance with *CCCF Policy 5.10 – Control of Contraband*.