



ARKANSAS DEPARTMENT OF CORRECTIONS
Division of Correction – Director's Office

6814 Princeton Pike
Pine Bluff, Arkansas 71602
Phone: (870) 267-6200 | Fax: (870) 267-6244

ADMINISTRATIVE DIRECTIVE

SUBJECT: Unit Entry Procedures for the Control of Contraband

NUMBER: 19-25

SUPERSEDES: 14-44

**APPLICABILITY: All Employees, Visitors, and Inmates of the
Arkansas Division of Correction**

**REFERENCE: AR 401 Searches for and Control of Contraband; PAGE 1 of 10
AD 18-49 Searches of Inmates, Unit Searches & Control of Contraband;
AD 18-46 Inmate Property Control;
AD 19-09 Peace Officer Powers;
Arkansas Code Annotated 12-27-107;
Arkansas Code Annotated 25-17-301, et seq.;
AR 865 Offender Visitation**

APPROVED: Original Signed by Dexter Payne

EFFECTIVE DATE: 9/17/2019

I. POLICY:

It shall be the policy of the Arkansas Division of Correction (ADC) to have procedures in place to detect and deter the introduction, manufacture, possession or conveyance of contraband. Any visitor refusing to fully participate in a search or withdrawing from an ongoing search shall be escorted from ADC property subject to the provisions below, and may be **indefinitely suspended** from visitation and phone privileges. Any staff refusing to fully participate in a search or attempting to withdraw from an ongoing search shall be escorted from ADC property subject to the provisions below, and may be permanently barred from all ADC facilities. ADC Correctional Peace Officers are authorized to detain for a reasonable length of time any visitor or staff if **reasonable suspicion** exists that the individual is attempting to bring contraband into the facility. ADC Correctional Peace Officers are authorized to make an arrest where **probable cause** exists that a criminal offense has been committed.

II. EXPLANATION:

The control of contraband within a correctional environment is necessary to provide a safe, secure environment for inmates, employees, and visitors. The detection, interception and confiscation of contraband is essential to provide

security and good order in the institution and is required to protect the public, staff and inmates.

III. APPLICABILITY

The policy applies to all unit employees, inmates, visitors, and others who enter, or attempt to enter, any ADC Unit or Facility.

IV. DEFINITIONS

As used in this Administrative Directive, the following definitions apply:

- A. Anomaly: Something that is peculiar, irregular, or difficult to classify. For purposes of this policy, it refers to an item that does not appear to be part of an individual's body or item of clothing.
- B. Contraband: Any item or items determined by the Board of Corrections or Arkansas Department of Correction to jeopardize the safety, security, or good order of its institutions, including but not limited to items which are illegal or banned by any relevant policy.
- C. Staff: All ADC employees, volunteers, contract medical and mental health employees, Arkansas Correctional School employees and employees of Riverside Vo-Tech.
- D. Inmates: Persons incarcerated in the ADC .
- E. Visitor: Any individual who is neither an inmate nor staff, including but not limited to inmate family members or friends, vendors, state officials, law enforcement, members of the media, etc.
- F. Strip Search: An unclothed body search, which requires the person to remove his or her clothing in conformance with approved procedures and professional practices. A strip search of a visitor or staff will be performed by staff of the same gender as the person being searched.
- G. Pat Search: A clothed body search consisting of an individual's garments, and personal effects ready at hand, the body's surface, and area within the individual's immediate control. The pat search of staff may be performed by an employee of either gender. The pat search of a visitor should be by an employee of the same gender.
- H. Reasonable Suspicion of Possession of Contraband: Circumstances based upon observation, use of screening devices and knowledge of reasonable and articulable facts sufficient to cause a reasonable person to conclude that the person entering, or attempting to enter, a ADC unit or facility may possess contraband.

Factors for determining Reasonable Suspicion may include but are not limited to:

- (1) Demeanor of the person ;
- (2) Gait and manner of the person;
- (3) Whether the person is carrying and/or attempting to conceal any article or object;
- (4) Manner of dress;
- (5) Apparent effort to avoid identification or confrontation by officials;
- (6) The time of day or night the person is observed;
- (7) Information obtained from monitored conversation;
- (8) Information received from background checks;
- (9) Information obtained from reliable informants or third parties;
- (10) The results of the use of screening devices (see Definitions J,K,L,M,N below) with respect to the person and
- (11) Whether the individual is consorting with others whose conduct is “reasonably suspect”.

- I. Probable Cause: A level of reasonable belief based on facts that can be articulated and would warrant a person of reasonable caution to believe that a criminal offense has been committed.
- J. Metal Detector: An electronic device used for detecting the presence of metallic objects.
- K. Cell Tower: An electronic device used to detect ferrous metals used in production of electronic items such as cell phones.
- L. Advanced Imaging Technology: A device used to safely screen an individual for both metallic and non-metallic contraband that may be concealed under clothing or within the body.
- M. Handheld tools: An electronic device used to screen for contraband, including a metal detector, cell phone detector, or other electronic device that can be easily held and manipulated by staff in searching a particular area of an individual, packages, or possessions.
- N. Ion Scanner: A device used to screen for drug residue on hands or other objects.

V. ENTRY PROCEDURES

- A. Any individual seeking entry into any Unit or Facility of the ADC must successfully navigate all physical and electronic security checkpoints, except members of the Parole Board, Board of Corrections, the Arkansas General

Assembly, Governor's Office, law enforcement officers requested to assist the Department, and those individuals allowed by the Warden. These excepted individuals will be met at the Entrance Building by a Deputy Warden or Warden for escort into the Unit or Facility when clearance of the electronic security checkpoints is not required by the Warden.

1. Physical and electronic checkpoints may include but are not limited to the following:
 - a. Walk-through and/or hand-held metal detectors, cell towers and/or hand-held cell phone detectors, and Advanced Imaging Technology;
 - b. Searches of persons, clothing and other personal items;
 - c. Ion scanning devices;
 - d. Drug interdiction and detection dogs; and
 - e. Any other electronic or advanced technological devices obtained and authorized by the ADC.
2. It is important for individuals to realize personal clothing choices containing metal (for example, snaps, buttons, buckles, under wires or support materials) may cause the electronic detectors to alarm.
3. No person, unless specifically exempted, will be allowed entry into any ADC facility without being able to clear the security screening utilized by that facility.
4. Failure to fully cooperate and comply with all entry procedures, including the verbal instructions of entry personnel by an employee will be subject to appropriate disciplinary action, up to and including termination of employment. Failure to fully cooperate and comply with all entry procedures, including the verbal instructions of entry personnel, by visitors will result in such visitor's indefinite suspension from the inmate's visitation and phone lists.
5. Any person entering ADC property is subject to having their vehicle searched at any time, including entry and exit of the property.
6. Individuals, as well as packages and other non-vehicular items entering and leaving the facility, may be searched by visual and physical searches including electronic methods of inspection, inspections/searches by canine teams including drug dogs, and any of the other electronic or advanced technologies obtained and authorized by the ADC for use in searches.

7. The following WARNING shall be posted in a prominent location in the entry of each unit and facility, to include the sally port. The terms of this WARNING are deemed to be a part of this Administrative Directive and all persons entering, attempting to enter, or presenting himself or herself for entry to a unit or facility shall be subject to this WARNING.

WARNING: This facility uses a variety of electronic scanning devices to detect the presence of contraband. The detection, interception and confiscation of contraband is essential to provide for the security and good order of the institution and is required to protect the public, staff and inmates. All persons must realize that personal clothing choices containing metal (for example, snaps, buttons, buckles, under wires or support materials) may cause the electronic detectors to alarm.

Any visitor unable to successfully clear all of the security checkpoints will be **denied entry** and will be **suspended from the approved visitation list**.

Contractual agent visitors unable to successfully clear all security checkpoints will be **denied entry** and may be **barred from all ADC facilities**.

A staff member unable to clear all of the security checkpoints after following all entry procedures as directed by entry staff will be denied entry and **will be subject to disciplinary action, including termination**. Staff members will not be allowed to voluntarily end the attempt to clear security checkpoints and return at a later time. Any staff member attempting to withdraw will be subject to disciplinary action, which in this case is **termination for insubordination**.

All vehicles entering ADC property are subject to search at any time.

VI. ENTRY PROCEDURES FOR UNITS OR FACILITIES WITH X-RAY, METAL DETECTORS, ION SCANNING, ADVANCED IMAGING TECHNOLOGY, AND/OR CELL TOWERS

1. STEP ONE: X-ray of personal property:

- a. Upon entry into the Entrance Building a person shall remove and place all items from pockets and/or person into the designated container. This includes, but is not limited to, jackets, coats, shoes, belts, food, jewelry, money, and any other item as directed by entry personnel.
- b. The container will be placed in the X-ray machine for scanning.
- c. All articles will be scanned utilizing the X-ray machine and searched by the Screening Officer to ensure there is no contraband /or unauthorized articles entering the facility. Any contraband discovered at this step will be

confiscated and the individual will not be allowed access to the facility without the approval of the Warden or designee.

- d. Although it is essential that all searches are thorough and systematic, it is equally important that no damage, loss, or abuse occurs to any personal property. Any such loss or damage that is determined to be through neglect may result in disciplinary action against the negligent employee(s), and such employee may be liable for the cost of replacement of such items. Any item seized as contraband shall be properly documented.
2. **STEP TWO: Walk-through Metal Detector.** When instructed by the Screening Officer the person will enter the Walk-through Metal Detector. If cleared by the Screening Officer the individual will proceed to the Pat Search area. However, if an alarm activates on the Walk-through Metal Detector the person will step back and remove any other metallic objects. A person will only be allowed three (3) attempts to successfully clear the Walk-through Metal Detector. If unsuccessful after the third and final attempt, the Warden or designee will be contacted. Then the person will be asked to submit to a Pat Search and a Cell Phone Tower screening. If the person fails to clear either screenings, proper documentation will be prepared using a 005. A visitor will then be given an opportunity by the Warden or designee to submit to a Strip Search. An employee may be required to submit to a Strip Search.
 3. **STEP THREE: Advanced Imaging Scanner.** When instructed by the Screening Officer, the person will walk into the Image Screening Unit, stand in the designated area and follow the instructions of the Screening Officer. Any anomalies identified by the Image Screening Unit will result in a search by staff. Any items discovered on the person being screened will be removed by that person and handed to the Screening Officer for examination. If the item is contraband it will be confiscated and the Warden or designee will be contacted. The person will then be required to be screened again. If a clear image is presented, the person will continue to the Pat Search area. If a clear image is not presented, the person will be searched again in the area containing the anomaly to confirm whether there is anything present. The area will be searched first by a Pat Search, and if the area cannot be determined to be clear of any contraband, the Warden or designee will ask a visitor to submit to a Strip Search. An employee may be required to submit to a Strip Search.
 4. **STEP FOUR: Pat Search.** All persons entering the facility will submit to a Pat Search. If no contraband is found during the Pat Search the person will be allowed to proceed to the next entrance screening step. If contraband is located or detected by the Searching Officer, the Warden or designee must be immediately contacted and the person will not be allowed to enter the facility without further screening which may include a Strip Search. The person may also be detained for a determinable amount of time dependent upon the decision of the Warden or designee.

5. **STEP FIVE: Cell Phone Tower.** When instructed by the Screening Officer, the person will move to the Cell Phone Tower's designated box area. He or she will be required to turn or rotate their body a full 360 degree circle while remaining in the designated box. The Cell Phone Tower utilizes an alarm system that works in conjunction with a light system in detecting the presence of contraband cell phones.

"Green Light" designates the individual is cleared for entry. He or she will be allowed to retrieve their personal property, log in and enter the building.

"Yellow Light" designates caution because some metal is present, but not necessarily a cell phone. Staff will attempt to locate the metal using a hand-held metal detector. Once located, the item(s) will be removed.

"Red Light and/or Auditory Alarm" designates a "POSITIVE" alert for the presence of a cell phone and/or cell phone components. Staff will attempt to locate the metal using a hand-held metal detector; once located, the item(s) will be removed.

Note: Should a yellow light, red light, and/or auditory alarm appear/sound, the person will step out of the designated box, re-check and remove any relevant items and return to the designated box for another screening. Upon showing of a "Green Light", he or she will be allowed to retrieve their personal property, log in and enter the building. If a "Red Light" or "Yellow Light" is indicated, the Warden or designee will be contacted. After the additional screening, the results of failing to clear the Cell Tower will be documented with a 005. A visitor will be given an opportunity by the Warden or designee to submit to a strip search. An employee may be required to submit to a Strip Search.

6. **STEP SIX: Strip Search.** If the visitor is requested to submit to Strip Search and agrees, he or she will be escorted to a private area by a person of the same gender, who will perform the search. An employee may be required to submit to a Strip Search. All Strip Searches shall be conducted in an area separate and private from inmates and other staff, if possible, and in such a way as to ensure tact, privacy, and a minimum of embarrassment. If contraband is discovered, it will be taken by security staff and the person will be allowed to dress. Established procedures will be followed in dealing with the person and the contraband. If no contraband is found, the individual will be allowed to dress and proceed. If a visitor refuses the Strip Search, he/she will be denied entry and suspended from the inmate's visitation and phone list. If an employee refuses a request or directive to submit to a Strip Search, or attempts to withdraw from the entry procedure, he/she will be subject to disciplinary action, up to and including termination. Strip Searches may be requested only when **reasonable suspicion** exists that the visitor is attempting

to bring contraband into the facility. Strip Searches of visitors will not be conducted indiscriminately and must be authorized by the Warden/Center Supervisor or, in their absence, the Deputy Warden or appropriate Deputy Director, or Director. Visitors under the age of eighteen will not be subjected to a Strip Search without the consent of the visitor's parent or guardian.

VII. SPECIAL INSTRUCTIONS

Medical Restrictions: Bypassing any security point due to medical restriction must be authorized by the Warden or designee.

- A. Persons with Internal Medical Devices such as a pacemaker or a defibrillator will notify the Screening Officer immediately upon entry. That person must provide a recent signed statement from a physician in good standing. The person will be scanned by the Advanced Imaging Scanner, if available.
- B. All forms of electronic scanning, Metal Detector, Cell Tower and Imaging Technology, may be used on pregnant females. In the event a pregnant person (employee or visitor) presents a recent signed statement in advance of seeking entry into the facility from a physician in good standing that the person cannot be screened by any of the electronic scanning equipment: metal detector, cell tower or advanced imaging technology, the person may be subjected to a Pat Search, or a Strip Search.
- C. Any persons with valid and approved medical excuses will be searched by means that have been identified and authorized by the Unit Warden or designee, based on their provided medical information. This may be any combination of the search procedures identified in this policy. If no contraband is found the person will be allowed to enter into the facility and proceed. If contraband is found, the person will be detained and the Warden and/or designee will be immediately advised.
- D. A list of all excused employees will be kept in a separate file within the – Warden’s office. Their medical statements will be kept in their medical file in the Human Resources Office as provided by policy.

VIII. CRIMINAL CHARGES

The introduction of contraband is grounds for arrest. ADC Institutional Correctional Peace Officers are authorized to make an arrest where probable cause exists that a criminal offense has been committed.

IX. ENTRY PROCEDURES FOR INMATES

Inmates entering the Sally Port search area are subject to and will submit to any or all of the following searches:

1. Pat Search
2. Strip Search
3. Metal Detector screening
4. Cell Phone Detection Tower screening
5. Advanced Imaging Technology
6. Body Cavity Search, see AD 11-65

NO INMATE WILL BE ALLOWED TO ENTER THE BUILDING WITHOUT SATISFACTORILY COMPLETING EACH STEP.

Frequently Asked Questions for the Adani COMPASS

Q: Is the Adani CONPASS Scan safe?

A: Yes. The exposure received is less than the average amount of background radiation that a person receives standing in the sun for about 1 hour.

Q: How does a CONPASS Scan compare to the radiation that I receive during a commercial flight?

A: Every 4 minutes during a commercial flight equals 1 CONPASS Scan.

Q: How long does the CONPASS Scan take?

A: Less than 8 seconds.

Q: Will the CONPASS Scan violate any of my privacy concerns?

A: No. The CONPASS System does not use surface rendering imaging technology or software. There are no soft tissue images created by the CONPASS System eliminating privacy concerns.

Q: Will being scanned on the CONPASS System affect my pacemaker?

A: No.

Q: Do I need to remove my shoes, belt, jewelry or any outer apparel during a CONPASS Scan?

A: No.

Q: How many CONPASS Scans am I allowed to have in 1 year?

A: 4,000. More than 10 per day! Federal Regulations regard this imaging technology as an NID (Negligible Individual Dose) procedure.

Q: How does the CONPASS Scan compare to a chest x-ray?

A: One chest x-ray is equivalent to 400 CONPASS Scans.