

SEARCHES – EMPLOYEES AND VISITORS

Minnesota Sex Offender Program

Issue Date: 5/5/15 Effective Date: 6/2/15 Policy Number: 415-5012

POLICY: All employees, visitors, and vehicles on MSOP grounds are subject to search. Searches are only authorized to accomplish the purposes of this policy and will avoid unnecessary force, embarrassment or indignity to the subject.

AUTHORITY: Minn. Stat. §§152.01, 243.21, 243.55, subd 2

APPLICABILITY: Minnesota Sex Offender Program (MSOP), program-wide

PURPOSE: To control the entry of contraband into facilities and grounds by employees and visitors. To prevent, discover and manage threats to the safety and security of facilities, staff, clients, and the public.

DEFINITIONS:

Employee – MSOP staff, volunteers, vendors and contractors.

PROCEDURES:

- A. Only trained staff will conduct searches in accordance to search training modules.
- B. All vehicles entering or leaving a facility secure perimeter are subject to search. Refusal to comply will result in denial of admittance to the facility.
- C. Contraband confiscated during any search will be handled according to MSOP Security Policy 107.055, “Evidence Handling.”
- D. Visitors who do not pass metal detection may not be allowed into the secure perimeter, except as provided in MSOP Policy 302.100 “Visiting,” MSOP Policy 602.100, “CPS Client Visits,” or by authorization from the facility director or designee.
- E. Searches for employees and visitors
 1. All packages, containers, and other material in their possession will be searched via visual inspection and metal detector. Materials, including any outerwear, are subject to random search via visual inspection and metal detector. Individuals are expected to turn their pockets inside out upon request.
 2. Pat searches will be conducted upon the failure of an individual to pass through metal detection. Pat searches will only be conducted with the consent of the individual and with officer of the day (OD) authorization. (See section J below.)
 3. Upon reasonable suspicion that contraband may be ingested, inserted, or hidden in the employee’s or visitor’s body, and upon OD direction, staff will refer the matter to a law enforcement agency.
 4. Vehicles on the grounds of an MSOP facility are subject to search only upon reasonable suspicion. The facility director/designee will determine need for search and contact a law enforcement agency. A vehicle search will only occur with the individual’s consent.

- F. When a determination has been made that there is a need or basis for any search beyond a visual inspection or metal detector search, the subject of the search will be asked to participate in further inspection.
- G. Visitors under the age of 18 will not be searched without written consent of the visitor's parent or guardian. The parent or guardian will be present during the search.
- H. Visitors and employees who refuse to consent to searches may, at the discretion of the OD, be denied access to the facility or (if already within the facility) asked to leave.
- I. If a visitor or employee is reasonably suspected of violating or attempting to violate a state or federal law or facility policy on or off MSOP facility grounds, staff will direct the person to remain in his/her current location and will immediately notify the OD. The OD will contact the facility director/designee.
- J. Pat Searches
 - 1. Staff will conduct pat searches in a manner avoiding unnecessary force, embarrassment and indignity to the individual. Pat searches will be conducted by individuals of the same gender following the search module "Pat Search-Employees and Visitors."
 - 2. Staff will conduct pat searches using standard precautions. (Refer to MSOP Policy 500.170, "Standard Precautions and Transmission-Based Precautions.")

REVIEW: Annually

REFERENCES: MSOP Security Policy 107.055, "Evidence Handling"
MSOP Policy 302.100, "Visiting"
MSOP Policy 602.100, "CPS Client Visits"
DCT Policy 120-1000, "Contraband in DCT Facilities"
MSOP Division Policy 415-5030, "Contraband"
MSOP Policy 602.310, "CPS Contraband"
MSOP Policy 500.170, "Standard Precautions and Transmission-Based Precautions."
MSOP Division Policy 415-5010, "Searches – Clients"
MSOP Division Policy 415-5011, "Searches – Areas"
MSOP Search Training Module Sharepoint Site

ATTACHMENTS: None

SUPERSESSSION: MSOP Policy 301.012, "Searches – Employees and Visitors," 12/3/13.
All policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/
Nancy A. Johnston, Executive Director
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