

 <p><b>State of Connecticut Department of Correction</b></p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	<p>Directive Number <b>6.7</b></p>	<p>Effective Date <b>01/16/2026</b></p>	<p>Page 1 of 10</p>
	<p>Supersedes Searches Conducted in Correctional Facilities, Dated 01/30/2024</p>		
Approved By  	<p>Title  Searches Conducted in Correctional Facilities</p>		
Commissioner Angel Quiros			

**1. Policy.** The Department of Correction shall maintain safety and security by conducting searches as provided for in this Directive.

**2. Authority and Reference.**

- a. Public Law 108-79, Prison Rape Elimination Act of 2003
- b. 28 C.F.R. 115, Prison Rape Elimination Act National Standards
- c. Connecticut General Statutes, Sections 18-81, 18-81v, and 53a-174 through 53a-174b.
- d. Administrative Directives 2.7, Training and Staff Development; 6.2 Facility Post Orders and Logs; 6.5, Use of Force; 6.6, Reporting of Incidents; 6.8, Urinalysis; 6.9, Control of Contraband and Physical Evidence; 6.10, Inmate Property; 6.12, Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention, 8.17 Gender Diverse and 10.6, Inmate Visits.

**3. Definitions and Acronyms.** For the purposes stated herein, the following definitions and acronyms apply:

- a. **Authorized Detector/Scanning System.** Any authorized equipment (e.g., Body Scanner BOSS chair, metal detector) used to scan for, and detect, concealed contraband.
- b. **Body Orifice Scanning System (BOSS Chair).** A scanning system designed to detect metal objects concealed in oral, anal, vaginal cavities or other parts of the body.
- c. **Body Scanner.** An electronic device used to detect objects on or inside a person's body or property for security screening purposes without physically removing clothes or making physical contact. Body scanners can detect both metallic and non-metallic items.
- d. **CI.** Correctional Institution.
- e. **Contraband.** An item that falls under the following criteria:
  - i. Not authorized to be in any facility, Unit, area, vehicle, or surrounding grounds under the control of or contracted by the Department of Correction or in an inmate's possession;
  - ii. that is authorized, but used in an unauthorized or prohibited manner,
  - iii. that is authorized, but altered; or,
  - iv. that ownership cannot be established.
- f. **Contractor.** A person or organization that agrees to furnish materials or to perform services for the Department. Contractors may include organizations which provide services to the Department without cost. Contractors providing services to the Department are subject to all applicable rules and regulations.
- g. **Controlled Strip Search.** A strip search in which Department personnel maintain physical, hands on control of an inmate through the use of restraints or approved restraint techniques for the purposes of safety and security.
- h. **Employee.** For the purposes of this Directive only, an employee shall be a person employed by the Department of Correction or anyone designated by the Commissioner or designee who is allowed unescorted access in a correctional facility.
- i. **General Facility Search.** A planned and systematic search of all areas within and around a correctional facility, including the grounds, parking areas, and employee offices and work areas.
- j. **Internal Medical Device.** For purposes of this directive, the term internal medical device shall include a pacemaker or defibrillator.

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- k. Intersex. A person whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as Disorders of Sex Development.
- l. Manual Body Cavity Search. The manual examination of an inmate's mouth, nose, ears and/or genital/rectal areas. The Connecticut Department of Correction shall not authorize manual body cavity searches. This shall not include examinations conducted for medical purposes.
- m. Metal Detector. An electronic instrument that detects the presence of metal nearby.
- n. Pat Search. A systematic observation and physical inspection, using the hands, of a person while clothed.
- o. PREA. Prison Rape Elimination Act.
- p. Reasonable Suspicion. Judgment based on specific objective facts and reasonable inferences drawn in light of experience, training and education.
- q. Search. Any inspection of a person, area or property.
- r. Strip Search. A strip search shall mean a visual body cavity search which includes a systematic visual inspection of an unclothed person's hair, body cavities (to include the individual's ears, nose, mouth, under arms, soles of the feet and between the toes, rectum and genitalia. This search shall also include a physical search of the clothing and any personal effects.
- s. Temporary Surrender. An inmate admitted to a department facility under arrest but without a court order, pending arraignment.
- t. Transgender. A person whose identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.
- u. Visitor. For the purposes of this Directive only, a visitor shall be a person entering a correctional facility who is not an employee, contractor or an inmate.

4. General Provisions. The Connecticut Department of Correction (DOC) maintains the authority to conduct searches of all individuals entering the premises of any correctional facility. This includes the authority to search inmates, DOC employees, contractors, volunteers, and members of the public. The primary purpose of these searches is to uphold the safety, security, and orderly operation of the facility, and to protect both staff and the incarcerated population. At all times, and when circumstances permit, the least invasive search method shall be utilized.

- a. Searches. The following searches shall be authorized by the Commissioner of the Connecticut Department of Correction:
  - i. Metal detector
  - ii. Pat Search
  - iii. Body Scan
  - iv. Strip Search
  - v. Canine Search
  - vi. Non-inmate Search
  - vii. Facility Search
  - viii. Vehicle Search
- b. Cross Gender Searches. To protect an individual's privacy and dignity, searches conducted by staff of individuals of the opposite gender are generally prohibited. Cross-gender searches may be conducted only under exigent circumstances, or when specifically authorized by this Directive or Unit administrator or designee. In such cases, all efforts must be made to minimize intrusion and ensure the search is conducted in accordance with established procedures and professional standards.
- c. Reasonable suspicion. When required for a search, reasonable suspicion, as defined in section 3(P) of this directive, may be established by any of the following:
  - i. Suspicious activity. To include but not be limited to unusual or evasive behavior, attempts to avoid security procedures, or actions that suggest concealment of prohibited items.

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- ii. Risk for self-harm. Exhibiting behavior or actions that indicate that an individual may be attempting to harm themselves, thereby necessitating a search for dangerous objects.
- iii. Information received. The receipt of credible reports or intelligence from staff, other inmates, or external sources suggesting the presence of contraband or a security threat.
- iv. Past criminal or correctional history. A documented history of rule violations, contraband possession, or other behaviors that increase the likelihood of non-compliance with rules or directives, and/or the presence of contraband.
- v. The presence of other circumstances as deemed sufficient by the Unit Administrator or designee or highest ranking authority.

**5. Search by Means of Metal Detector.**

- a. General Guidelines. Search by means of metal detectors shall be conducted as follows:
  - i. During routine movement within the facility.
  - ii. Whenever an inmate is suspected of concealing a metal object
  - iii. In accordance with section 16 of this directive
  - iv. May be conducted to further any correctional purpose
- b. Procedures following a positive reading from a metal detector.
  - i. The inmate shall be given the opportunity to voluntarily surrender the item.
    - 1. Following the surrender of the item, the inmate shall successfully pass a second metal detector scan.
  - ii. If the inmate refuses to surrender the item, or claims they are not concealing contraband, then a pat search may be conducted if circumstances allow.
    - 1. If the pat search yields negative findings the inmate shall be instructed to complete a second metal detector scan.
      - a. When there is a positive alert from a second metal detector scan, a shift supervisor shall be notified.

**6. Inmate Pat Searches.**

- a. General Guidelines. A pat search shall include an inspection of the person's clothing and any item in the person's possession. A pat search may be conducted whenever necessary to further any correctional purpose.
  - i. Reasonable accommodations shall be made to provide for same gender pat searches of female inmates.
    - 1. When such accommodation cannot be made and a pat search of a female inmate is deemed essential without delay, then a cross gender pat search may be conducted.
    - 2. All cross gender pat searches of female inmates shall be documented on CN 6604, Incident Report.

**7. Search by Means of Body Scanners.**

- a. General Guidelines. Search by means of body scanners shall be conducted as follows:
  - i. During admission, transfer, or routine transport of an inmate; upon completion of a contact visit; upon exit of any public visiting area; or when submitting a specimen for toxicology in accordance with Administrative Directive 6.8, Toxicology;
    - 1. In the event of exigent circumstances (i.e. malfunctioning detection systems), a strip search shall be conducted.
  - ii. Whenever an inmate is suspected of ingesting or inserting contraband in a body cavity; and,
  - iii. At the discretion of the Unit Administrator, including but not limited to the following circumstances:

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1. Upon return to the facility from an escort into the community in accordance with Administrative Directive 6.4, Transportation and Community Supervision of Inmates; and
2. Upon completion of a work detail.
- iv. As determined to be necessary in furtherance to any correctional objective, as determined by the Unit Administrator or designee.
- b. Guidelines regarding Body Scan procedure.
  - i. The inmate's footwear and socks shall be removed prior to a scan.
  - ii. A staff member shall properly position the inmate in the body scanner.
  - iii. Absent exigent circumstances, scans shall be reviewed by a staff member of the same gender.
  - iv. The body scan monitor shall be out of view of the inmate population.
  - v. An inmate's refusal to follow the procedures set forth in this section shall result in a strip search and a disciplinary report shall be issued in accordance with Administrative Directive 9.5, Code of Penal Discipline.
    1. A disciplinary report shall not be issued when an inmate refuses to submit to a body scan due to a verified pregnancy, the presence of an internal medical device, or another legitimate medical concern that has been reviewed by Health Services.
      - a. All medical information shall be maintained as confidential.
    2. When a body scanner is not available and when determined necessary, a strip search shall be conducted.
- c. Procedures following a Positive reading of a body scan:
  - i. The inmate shall be given the opportunity to voluntarily surrender the item.
    1. Following the surrender of the contraband, a second body scan shall be performed to confirm that no additional items are being concealed.
  - ii. If the inmate refuses to surrender the item, a shift supervisor shall be notified. The shift supervisor shall review the scan and determine if a strip search or dry cell placement is necessary.
    1. Supervisors of any gender are authorized to review the scan, regardless of the inmate's gender.
    2. If the supervisor is unable to identify the nature of the object, the supervisor shall consult with the Health Services Unit for further evaluation.
      - a. All medical information shall be maintained as confidential.
  - iii. Discipline shall be imposed in accordance with Administrative Directive 9.5, Code of Penal Discipline when the severity of the offense warrants such discipline.

#### 8. Inmate Strip Searches.

- a. General Guidelines. Strip searches are authorized when circumstances are present which establish a greater risk of threat to the safety operations of the facility. A strip search may be conducted under the following circumstances:
  - i. Upon initial placement in a specialized housing unit, including the following:
    1. Administrative Segregation;
    2. Chronic Discipline;
    3. Security Risk Group Member;
    4. Medical Inpatient;
    5. Mental Health;
    6. Protective Custody; or
    7. Restrictive Housing.
  - ii. Upon the establishment of reasonable suspicion in accordance with section 4(c) of this directive.

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1. When reasonable suspicion arises from information by an informant, the following factors shall be considered and documented on Form CN 6604, Incident Report:
  - a. The nature of the tip or information;
  - b. The reliability of the informant;
  - c. The degree of corroboration; and
  - d. The motivation of the informant to be truthful
  - e. Reasonable suspicion that the inmate is concealing contraband shall be documented on Form CN 6701, Strip Search Report. Once authorized to conduct a strip search due to reasonable suspicion that the inmate is concealing contraband, a Supervisor shall be present and a video camera continuously operating upon initial contact with the suspected inmate and throughout the strip search process.
  - f. A strip search shall be video recorded by a trained operator. The camera shall continuously record the incident and ensure, as reasonably as possible, that the inmate's entire body remains in the frame of the recording for the duration of the search.
    - i. At all times, the camera shall be operated in accordance with PREA standard 115.15 and guidance issued regarding cross gender supervision/observation of strip searches.
- iii. During a planned general facility search, housing unit or area search.
- iv. During a facility emergency.
- v. When a body scanner is not available.

b. Strip Searches shall be conducted as follows.

- i. Absent exigent circumstances, an inmate strip search shall be conducted in an area out of view of individuals not involved in the search process and may require minimal physical contact by staff.
- ii. All clothing and items in the inmate's possession or on the inmate's body shall be systematically removed by the inmate and handed to a staff member for inspection.
- iii. Each item and piece of clothing will be returned to the inmate after inspection, unless the item or piece of clothing is not permitted per Administrative Directive 9.4, Special Management; 6.5, Use of Force; or 6.9, Collection and Retention of Contraband and Physical Evidence, or is otherwise unauthorized.
- iv. When possible, reasonable accommodations shall be made to provide for same gender strip searches. When such accommodation cannot be made and the strip search is deemed to be essential without delay, then a cross-gender strip search shall be conducted.
  1. All cross-gender strip searches shall be reported on Form CN 6604, Incident Report, in accordance with Administrative Directive 6.6, Reporting of Incidents.

c. Controlled Strip Searches.

- i. Reasons to Conduct Search. Staff may conduct a hands on, controlled strip search under the following conditions:
  1. in the event the inmate refuses to comply with a strip search as defined in Section 3(R) of this Directive;
  2. when exigent circumstances are present which require an immediate strip search of an inmate; or
  3. as authorized by the Commissioner.
- ii. Authorization, Observation and Video Documentation of Search.
  1. A controlled strip search shall be authorized and overseen by a custody supervisor.
  2. When practicable, prior to conducting controlled strip-search, verbal intervention shall be attempted in accordance with the intervention provisions of Administrative Directive 6.5, Use of Force. If the initial verbal intervention is unsuccessful, the

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custody supervisor shall summon a video camera, which shall document the final verbal intervention with the inmate, as well as the controlled strip-search.

3. A strip search shall be video recorded by a trained operator. The camera shall continuously record the incident and ensure, as reasonably as possible, that the inmate's entire body remains in the frame of the recording for the duration of the search.

i. At all times, the camera shall be operated in accordance with PREA standard 115.15 and guidance issued regarding cross gender supervision/observation of strip searches.

iii. Controlled strip searches shall be conducted as follows.

1. Under the direction of a custody supervisor, the inmate's clothing shall be systematically removed as necessary either manually or via medical shears.

2. If the inmate continues to be non-compliant, staff may manually position parts of the inmate's body in order to view all areas of the inmate's body, making every attempt to avoid physical contact with the genitals and rectum.

3. The controlled strip search shall seek to observe only the areas of the inmate's body as necessary in order to reasonably ensure the safety and security of the public, staff, and inmates.

4. Controlled strip searches may only be conducted by people of the same gender as the inmate being searched.

iv. Written Documentation of Search.

1. Documentation shall not be required for controlled strip searches conducted on a routine basis for inmates with an Administrative Segregation or Security Risk Group designation, or upon intake to the Restrictive Housing Unit or the Inpatient Mental Health Unit at Garner CI. However, if at any time an inmate becomes non-compliant, combative, or refuses to follow staff direction during a controlled strip search, the incident shall be documented in accordance with Administrative Directives 6.5, Use of Force, and Administrative Directive 6.6., Reporting of Incidents.

2. Except as delineated in section 1 of this subsection, a controlled strip search shall be documented in accordance with Administrative Directive 6.5, Use of Force and Administrative Directive 6.6, Reporting of Incidents:

3. Completed forms shall be submitted to the Shift Commander for review.

**9. Transgender inmates and/or inmates with an Intersexed Related Condition.**

a. Transgender and/or Inmates with an Intersexed Related Condition shall be subject to pat searches, strip searches, and body scan searches while under the custody of the Department of Correction.

i. Supervisors shall select custodial staff members who complete a pat search strip search, or body scan search on a transgendered inmate and Inmates with an intersex condition in accordance with Administrative 8.17, Gender Diverse.

**10. Dry-cell Placement.** An inmate may be placed in a dry cell under any of the following circumstances and in accordance with Attachment A, Authorized Use of a Dry Cell:

a. When there is reasonable belief that the inmate is concealing contraband.

b. When the inmate refuses to submit to a body scan.

c. When it is known that the inmate is concealing contraband.

d. When a body scan yields a positive reading indicating the ingestion or insertion of contraband.

e. This may include placement in a dry cell under direct observation for up to 72 hours.

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- i. After 72 hours if the contraband has not been recovered, the shift commander or designee, in consultation with Health Services, shall determine if transportation to an outside hospital is necessary.

11. Manual Body Cavity Search. The Connecticut Department of Correction shall not authorize a manual body cavity search.

- a. When an inmate is suspected of concealing contraband in a body cavity, and less intrusive measures of recovery have been unsuccessful, the shift commander or designee shall consult with Health Services to determine if medical treatment at an outside hospital is necessary.
- b. When determined by Health Services that the contraband poses an immediate health or life threatening risk to the inmate, the inmate shall be transported to an outside hospital for emergency medical treatment.
  - i. If the inmate refuses medical treatment, a court order shall be sought for such treatment deemed necessary.

12. Visual inspection during medication administration. A visual inspection of the oral (mouth) cavity by a custody and/or medical staff member shall be conducted when an employee dispenses medication. Oral cavity inspection shall be required prior to and after the inmate ingests any medication.

- a. The inmate shall be required to open the mouth, lift the tongue and move the tongue from side to side.

13. Canine Searches. Canine searches shall be utilized to provide a safe and secure environment for the public, employees and inmates by controlling the introduction, movement, and use of contraband. Canine searches shall be conducted as authorized by the Unit Administrator, and in accordance with Administrative Directive 6.11, Canine Unit.

14. Non-Inmate Searches. Non-inmates and their property may be subject to searches upon entering the perimeter or grounds of a correctional facility or any other site operated by the Department of Correction, as follows:

- a. Visitors/Contractors/Volunteers.
  - i. A visitor/contractor/volunteer shall be required to pass through a metal detector upon entrance to the secure area of a correctional facility.
  - ii. If the metal detector issues a positive alert, the visitor/contractor/volunteer shall be given the opportunity to submit to a search with a portable or hand-held metal detector.
    - 1. If the visitor/contractor/volunteer consents to a search, such consent shall be documented on CN 100603, Visitor Search Consent Form, in accordance with Administrative Directive 10.6, Inmate Visits.
    - 2. The search shall be conducted in a private location.
    - 3. The visitor/contractor/volunteer shall remove any object or article of clothing that activated the initial metal detector. Such objects or articles of clothing shall be inspected.
    - 4. The visitor/contractor/volunteer shall then be searched with the portable or hand-held metal detector.
      - a. If there is not a positive alert and the removed object or article of clothing has passed inspection, the visitor/contractor/volunteer may return the object or article of clothing to his/her possession and may be permitted to enter the secure area of the correctional facility.
      - b. If there is a positive alert, the visitor/contractor/volunteer shall not be permitted to enter the secure area of the correctional facility.
    - 5. Visitors/contractors/volunteers who have an internal medical device and cannot pass through the metal detector shall not be searched with a portable or hand-held metal detector.

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- a. If the visitor/contractor/volunteer consents, he/she shall be pat searched.
- b. If the visitor/contractor/volunteer refuses to consent to the pat search, the Duty Officer shall be contacted and he/she shall decide whether the visitor/contractor/volunteer may be permitted to enter the secure area of the correctional facility.
- c. Additionally, the visitor/contractor/volunteer shall be instructed to obtain medical documentation of the internal medical device signed by a licensed health care provider which the visitor/contractor/volunteer should present at future visits.
- b. Employees. An employee may be required to pass through a metal detector or a body scanner, if available, upon entry to a correctional facility.
  - i. An employee may be subject to a visual inspection of his/her personal belongings.
  - ii. An employee may be subject to a pat search.
  - iii. If reasonable suspicion that the employee is carrying or concealing contraband is established in accordance with section 4 (c) of this Directive, the Unit Administrator may order that the employee be strip searched.
    - 1. An employee and a supervisor of the same gender shall conduct the strip search in a private area.
    - 2. Refusal to submit to the strip search may subject the employee to disciplinary action, up to and including dismissal.
  - iv. Unauthorized Items. Each facility shall post a laminated copy of the list of items staff may not bring into the secured area of the correctional facility or to any post. This list is included in Attachment D, List of Unauthorized Items. This list shall be posted at each public entrance and staff access point.
    - 1. If an employee has questions about the authorization of any item, it is the employee's responsibility to seek clarification from a supervisor.

15. Vehicle Searches. All vehicles entering facility property are subject to random or routine search with consent. Failure to give consent shall result in denial of access.

- a. Posting and Notification. A sign shall be posted at each facility entrance stating: "You are entering a correctional facility. All visitors and vehicles are subject to search by Department of Correction personnel. It is a crime to convey, pass or causing to be conveyed or passed into this facility any item that is prohibited by Sections 53a-174, 53a-174a and 53a-174b of the Connecticut General Statutes. Violators shall be prosecuted. A list of prohibited items is posted inside."
- b. List of Prohibited Items. A list of prohibited items shall be posted prominently in the lobby area utilizing Attachment C, List of Prohibited Items.
- c. Vehicle Search procedures. Vehicle searches shall be in accordance with Attachment C, Vehicle Search Procedures.

16. Facility Searches. Each unit shall develop Unit Directives and a search plan to meet the requirements of this Directive.

- a. General Facility Searches. A general facility search shall be authorized by the Unit Administrator.
  - i. General facility searches shall be conducted at least annually at Level 2 and 3 security classification facilities and not less than twice each year at Level 4 and not less than three (3) times each calendar year at Level 5 security classification facilities.
  - ii. When a facility search is conducted the entire facility shall be searched prior to returning to normal operations.

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- iii. A copy of the search plan consistent with Attachment E, Reporting Requirements shall be submitted for approval to the District Administrator prior to commencing a general facility search.
- b. Housing Unit/Area Searches.
  - i. Housing unit and area (e.g., kitchen, industry plants, gymnasium.) searches shall be conducted routinely and as authorized by the Shift Commander.
- c. Cell, Room, Cubicle and Other Housing Area Searches.
  - i. A search of an inmate's cell, room, cubicle or other housing area shall be conducted by the assigned staff member as directed by a supervisor or as required by facility policy.
    - 1. If the inmate is present in the cell, room, cubicle or other housing area, the inmate shall be pat searched and escorted to a designated area prior to the cell, room, cubicle or other housing area being searched.
  - ii. Cell, room, cubicle or other housing area searches shall be recorded in the station log and facility log in accordance with Administrative Directive 6.2, Facility Post Orders and Logs.
  - iii. When medication, medical equipment and/or medical supplies are confiscated from an inmate or the inmate's living area, the medication, medical equipment, and/or medical supplies shall be delivered to the Health Services Unit for review and disposition (i.e., disposal or redistribution).
- d. Employee Work Areas.
  - i. Searches of areas utilized by employees (e.g., employee offices and rooms, locker rooms, employee lounges.) shall be conducted during a general facility search.
- e. Community Contract Agency Searches.
  - i. The Director of Parole and Community Services or designee shall develop and maintain procedures to conduct a search of each halfway house consistent with this Directive. Such searches shall be conducted annually.

17. Treatment of Religious Articles and Items. All religious articles and religious items shall be respected by staff and inmates at all times, and in accordance with Administrative Directive 10.8, Religious Services.

- a. When conducting searches of religious articles and items, staff shall exercise special care and refrain from rough handling, ripping, tearing, soiling, or otherwise causing any damage to the item(s) in question.
- b. Religious articles and religious items may be confiscated for cause in accordance with Administrative Directive 6.10, Inmate Property.
- c. Any questions or concerns regarding any religious item(s) shall be brought to the attention of a supervisor, appropriate staff chaplain, and/or other subject matter expert.
- d. Native American medicine bags shall be searched in accordance with Administrative Directive 10.8, Religious Services.

18. Handling of Contraband and Physical Evidence. All handling, documentation and disposal of contraband and physical evidence shall be in accordance with Administrative Directive 6.9, Control of Contraband and Physical Evidence.

19. Staff Training. Staff whose job classifications may require them to perform searches, as provided in this directive shall be trained as necessary, and in accordance with Administrative Directive 2.7, Training and Staff Development.

- a. Searches by means of body scans shall be conducted by staff who have been trained to use the Body Scanner in accordance with the requirements set forth by the manufacturer in conjunction with the Maloney Center for Training and Staff Development.

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20. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:

- a. CN 6701, Strip Search Report;
- b. Attachment A, Body Scanner Guidelines.
- c. Attachment B, Authorized Use of Dry Cell
- d. Attachment C, List of Prohibited Items;
- e. Attachment D, List of Unauthorized Items;
- f. Attachment E, Reporting Requirements; and
- g. Attachment F, Vehicle Search Procedures.

21. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.