



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Bureau of Community Corrections Resident Safety		Policy Number: BCC-ADM 002
Date of Issue: March 7, 2022	Authority: Signature on File George M. Little	Effective Date: March 14, 2022

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections, Department employees, volunteers, contract personnel, visitors, and residents.

III. POLICY

It is the policy of the Department to ensure the following:

- A.** that residents are not subjected to corporal or unusual punishment, or personal abuse or injury;
- B.** that all alleged criminal acts by residents and employees are processed, investigated, and disposed of, by prosecution and/or administrative action;
- C.** when authorized, the least amount of force necessary to control the situation is used against a resident and that force is not used for punishment or revenge; and

- D. to prohibit the introduction and presence of unauthorized weapons, drugs, and other contraband that presents serious threats to the security and proper management of a community corrections facility by providing for searches of facilities and residents to control contraband and provide for its disposition.

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the “General Distribution” section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

This document supersedes the following:

BCC-ADM 002, Resident Safety Policy, issued May 3, 2021, by former Secretary John E. Wetzel.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

- a. DC-ADM 008, Prison Rape Elimination Act (PREA)
- b. BCC-ADM 001, Resident Orientation
- c. BCC-ADM 003, Resident Grievances
- d. 8.3.1, Community Corrections Center Security

2. ACA Standards

- a. Adult Correctional Institutions: None
- b. Adult Community Residential Services: 4-ACRS-2A-11, 4-ACRS-6A-03
- c. Adult Probation and Parole Field Services: 4-APPFS-3B-11
- d. Correctional Training Academies: None



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

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Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

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Section 1 – Physical Abuse Reporting and Response

A. Reporting an Allegation of Physical Abuse

1. For guidance on the reporting, response, and investigation of allegations of sexual abuse and sexual harassment of a resident, refer to Department policy **BCC-ADM 008, “Prison Rape Elimination Act (PREA).”**
2. Residents should report an allegation of physical abuse, as soon as possible, to the nearest staff member. A resident may make a report on behalf of another resident.
3. A resident may also file a **DC-904A, Official Resident Grievance** as outlined in Department policy **BCC-ADM 003, “Resident Grievances,” Section 1.**
4. Any facility staff member who receives a complaint or allegation of physical abuse of a resident shall provide immediate verbal notification to the Facility Director/designee and complete a **DC-121, Part 3 – BCC, Employee Report of Extraordinary Occurrence** in accordance with Department policy **8.3.1, “Community Corrections Center Security,” Section 17.**
5. Upon receipt of notification of alleged physical abuse of a resident, the Facility Director/designee shall:
 - a. take immediate action to protect the resident; and
 - b. verbally notify the Regional Director/designee and Bureau of Community Corrections Management Operations Center (BCC-MOC) within one hour of report.
6. Upon receipt of notification of alleged physical abuse of a resident, the Regional Director/designee shall ensure the alleged victim is offered the following:
 - a. a medical evaluation at an outside hospital;
 - b. the opportunity to file a criminal complaint with law enforcement; and
 - c. the opportunity to ensure that his/her responses are clearly documented.

B. Investigations

1. The Bureau Director/designee shall ensure that every reported incident/allegation of physical abuse of a resident is investigated promptly, thoroughly, and objectively and that a confidential report is compiled in accordance with Department policy **8.3.1, Section 35.**
2. The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by a person’s status as resident or staff member.

BCC-ADM 002, Bureau of Community Corrections Resident Safety Procedures Manual
Section 1 – Physical Abuse Reporting and Response

3. Completed investigations shall be forwarded to the Bureau Major/designee for his/her review, processing, and final approval.
4. The alleged victim shall be notified, in writing, of the investigation's outcome.

Section 2 – Use of Force

A. General

1. The use of force by a staff member shall be justified and force shall not be used to punish, humiliate, or abuse a resident.
2. Based on the force continuum, the staff member shall use the least amount of force necessary to control the situation in accordance with Department policy **8.3.1, “Community Corrections Center Security,” Section 32.**
3. Instruments of restraint shall only be used to prevent/stop a resident from injuring himself/herself or others or to prevent/stop the destruction of property. The application of restraints shall not be used as a punitive sanction, for the sole purpose of inflicting pain or for the purpose of exposing residents to public ridicule.
4. Residents shall not be subject to corporal or unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping.¹
5. Every use of force incident shall be reviewed by the Bureau Director/designee in accordance with Department policy **8.3.1, Section 32.**

B. Investigations

1. The Bureau Director may direct an investigation into a use of force incident or may request that the Office of Special Investigations and Intelligence (OSII) conduct an investigation of the incident.
2. Use of force investigations shall be conducted in accordance with Department policy **8.3.1, Section 35.**

¹ 4-ACRS-6A-03

Section 3 – Contraband

A. General Provisions

1. Contraband is defined as any item in the control or possession of a resident that he/she is prohibited from owning or possessing by state or federal law or that is prohibited by Department policy.
2. The **BCC Contraband List (Attachment 3-A)** shall be posted in all resident common areas.
3. Residents are responsible for all items in their possession and considered the “owner” for the purpose of confiscation and disposition.

B. Confiscation of Contraband

1. Residents shall receive a **DC-957, BCC Confiscated Items and Property Receipt** when suspected contraband is confiscated by a staff member.
2. Residents who possess contraband are subject to the sanctions outlined in the Universal Set of Rules in accordance with Department policy **BCC-ADM 801, “Resident Infraction Reporting and Response,”** up to and including the unsuccessful discharge of him/her from the facility/program.
3. The possession/presence of controlled or illegal substances, weapons, or implements of escape shall be reported to the Pennsylvania State Police (PSP) or local law enforcement agency for criminal prosecution.

C. Disposition of Contraband

1. Serious contraband (drugs, weapons, etc.) will not be returned to the resident or any other person under any circumstances. These items will be turned over to the applicable law enforcement agency or otherwise destroyed.
2. Confiscated cell phones will not be returned to the resident or any other person under any circumstances. These items will be destroyed or may be donated to the Pennsylvania Coalition Against Domestic Violence (PCADV) or other Department-approved program, in accordance with Department policy **8.3.1, “Community Corrections Center Security,” Section 24.**

**PA Department of Corrections – Bureau of Community Corrections
Contraband List**

Contraband includes, but is not limited to, the following:¹

1. weapons, to include, guns, firearms, knives, scissors, box cutters, ammunition, etc. (real, toy, replica, copy, etc.);
2. unauthorized tools, explosives, corrosives, or flammable material (i.e., bleach, aerosols, etc.);
3. dangerous or illegal substances to include synthetically manufactured drugs;
4. controlled substances that are non-reported, non-prescribed, or outdated, as defined by the **Controlled Substance, Drug, Device and Cosmetics Act, 35 Pa. C.S.A. §780-101 (April 14, 1972, P.L. 233, No. 64)**, and drug paraphernalia;
5. items that are meant for ingestion (to be placed in mouth and swallowed **or smoked**) that are not labeled, labeled improperly, whose ingredients are not listed in English, or that are otherwise unidentifiable;
6. backpacks, bags, or lunchboxes with metallic parts, zippers, or multiple compartments **and/or have hidden compartments**;
7. articles of clothing that cannot clear the metal detector (this does not include outerwear such as jackets or coats);
8. metal cooking/eating utensils, metal tools, glass bottles, glass jars, oil/fragrance bottles (this does not include canned food, cooking pots, or cooking pans that are metal);
9. **personally owned** unauthorized electronic/electrical items such as:
 - a. televisions;
 - b. electronic cigarettes/**vaping devices**;
 - c. SIM card(s) not installed in a device;
 - d. hand-held video games;
 - e. video game consoles (Xbox, Play Station, Wii, etc.);
 - f. media players (DVD, VHS, Blu-ray, etc.); and
 - g. DVDs, CDs, Blu-rays, VHS tapes, Cassette tapes, Video Game Cartridges, etc.
10. loose smoking tobacco, loose chewing tobacco, and rolling papers;

¹ 4-APPFS-3B-11

**PA Department of Corrections – Bureau of Community Corrections
Contraband List**

11. materials, literature, photographs, clothing, graffiti, and other items containing language or images relating to pornography, obscenity, nudity, drugs, alcohol, gangs, or containing language or images that are offensive to another person's sex, race, religion, sexual orientation, or gender identity;
12. **another individual's** identification cards, social security cards, social services cards, or credit/debit/charge cards;
13. clearly marked property or materials belonging to another resident;
14. facility issued or personal items otherwise approved, but altered from their original approved condition;
15. intoxicating beverages, intoxicants, or materials used in fermentation, excessive amounts of perishable items/food;
16. bodily fluids and hazardous waste;
17. items not approved for mail delivery to the resident or not approved for a visitor to introduce; and
18. any article/**document** specifically prohibited by state or federal statute, Department policy, or regulation **that would be used to perpetrate fraud. (i.e. Uniform Commercial Code).**

Residents will receive a **DC-957, BCC Confiscated Items and Property Receipt** any time suspected contraband is confiscated by a staff member. Depending on the seriousness of the contraband, the resident may be subject to disciplinary action and criminal prosecution.

Section 4 – Resident Searches

A. General Direction

1. Every resident and his/her possessions are subject to search at any time while inside a state-operated center or contracted facility or while on property owned or contracted by the Department. This shall include any vehicle parked on facility property.
2. Searches shall be conducted by authorized staff in a professional manner.
3. Searches shall be conducted to deter the introduction of and to facilitate detection of contraband so as to ensure the safe and orderly operation of the facility.
4. Resident(s) shall cooperate when searched and shall not interfere with a search or touch anything until directed by staff that it is permissible to do so.
5. A resident's interference (verbal or physical) with a search shall result in disciplinary action, up to and including unsuccessful discharge from the facility/program.
6. The Facility Director/designee may order a general search of any/all areas of the facility after any unusual incident or as part of the annual search plan.
7. Contraband shall be confiscated and disposed of pursuant to **Section 3** of this procedures manual.

B. Metal Detector Searches

Every resident is required to comply with the following procedures during the walk-through metal detector process:

1. Prior to attempting to clear the metal detector, each resident shall be required to empty his/her pockets and place all items (i.e., keys, coins, pens, belts, wallets, etc.) into a basket for inspection. Once relinquished, these items may not be touched until they are returned to the resident by the processing staff member.
2. Prior to attempting to clear the metal detector, each resident shall be required to remove his/her coat/jacket and to hand it to the processing staff member for search. The resident shall proceed through the metal detector without wearing the coat/jacket.
3. Prior to attempting to clear the metal detector, each resident shall be required to remove his/her shoes and to hand them to the processing staff member for search. The resident shall proceed through the metal detector without wearing his/her shoes.
4. All residents are expected to walk through the metal detector facing forward and moving at a normal pace (no dragging feet) with his/her hands visible. Residents shall not use their hands to cover pockets/belts or conceal items.

C. Pat Searches

Residents shall do the following when being pat searched:

1. remove all items from his/her pockets and place them on a shelf, desk, or other suitable place;
2. stand still with his/her feet apart and his/her arms extended outward with his/her palms facing upward; and
3. follow all verbal directions given to him/her by the staff member conducting the search.

D. Strip Searches

1. Strip searches may be authorized by the Facility Director/designee any time a resident has been in contact with the general public, when there is reason to believe that the resident is concealing contraband, or as part of a random, general, or investigative search.
2. Strip searches shall be conducted in an area separate from other residents so as to ensure the privacy of the resident and to minimize embarrassment. Same gender staff shall perform strip searches of residents.
3. Residents shall do the following when being strip searched:
 - a. remove all items from his/her pockets and place in his/her hat, on a shelf, on a desk, or in some other suitable place;
 - b. remove all his/her articles of clothing;
 - c. stand still with his/her feet apart and his/her arms extended outward, with his/her palms facing upward; and
 - d. follow the verbal direction given to him/her by the staff member conducting the search.

E. Room, Property, and Vehicle Searches

1. Resident vehicles parked on facility owned, leased, or contracted property are subject to search as directed by the Facility Director/designee. The resident will be required to relinquish his/her vehicle's keys prior to the search.
2. A room and property search may be conducted as part of a general search, as randomly selected, or as needed as part of an investigation.
3. Room searches will be conducted in a professional manner and precautions shall be taken to avoid damage to personal property.

4. Contraband or evidence of a crime or misconduct, shall be handled in accordance with Department policy **8.3.1, “Community Corrections Security,” Section 14.**
5. A resident shall be allowed to be present when his/her vehicle, room, or property is searched, unless:
 - a. the resident is on a sign-out and will not return within a reasonable time;
 - b. a general search of the entire facility is being conducted;
 - c. the Facility Director/designee determines that the presence of the resident during the search would be an immediate threat to staff, other residents, or to the safety of the Facility;
 - d. the Facility Director/designee has authorized the search under emergency circumstances; or
 - e. the Facility Director/designee has determined that the resident’s presence will impair an ongoing investigation of suspected criminal activity or violation of Facility regulations.
6. The resident, if present during the search, will initial the **Search Log** along with the staff member(s) conducting the search.
7. When the resident cannot be present during a room search, two staff members conduct the search and initial the **Search Log**.

F. Dorm Room Safety Inspections

1. Safety inspections must be conducted by facility staff for health, safety, and security reasons. A visual inspection and physical testing of the structural components of a dorm room shall be conducted to ensure the integrity of the sleeping quarters (i.e., windows, doors, ceilings, floors, vents, plumbing, etc.) of residents. Safety inspections are not the same as a room search.
2. The personal property of residents shall not be searched or disturbed during a safety inspection except to the extent necessary to gain access to the structural components of the dorm room. The presence of the resident occupant(s) of a dorm room is not required during a safety inspection.
3. Residents should immediately report any health, safety, or security concerns related to the sleeping quarters to a facility staff member.

G. K-9 Inspections

Narcotics detection K-9s may be used to scan a room for narcotics without the assigned resident(s) being present. The K-9 will scan the air to detect the possible presence of narcotics. A K-9 inspection is not a search. If the presence of contraband is suspected, the proper procedure for a room search shall be initiated.

Section 5 – Criminal Activity

A. Criminal Complaints Relating to the Prison Rape Elimination Act (PREA)

Procedures regarding Prison Rape Elimination Act (PREA) related criminal complaints are outlined in Department policy **BCC-ADM 008, “Prison Rape Elimination Act.”**

B. Criminal Activity

1. Residents are expressly prohibited from engaging in criminal activity while assigned to a Community Corrections Center (CCC) or Community Contract Facility (CCF).
2. If a resident is approached by anyone attempting to engage him/her in criminal activity, he/she should immediately notify the Facility Director/designee. Criminal activity includes any request by a law enforcement agency for the resident to become a Confidential Source of Information (CSI).
 - a. Residents under the supervision of the PA Board of Probation and Parole (PBPP) must obtain approval through their assigned PBPP Agent prior to acting as a CSI.
 - b. Residents under the supervision of the Department must obtain approval from the Bureau Director/designee prior to acting as a CSI.
3. Whenever the Facility Director/designee receives sufficient information, regardless of the source, indicating that a resident has committed a crime, the Facility Director/designee shall notify the appropriate law enforcement agency and his/her Regional Director/designee without delay.
4. Additional reporting and documentation requirements are outlined in Department policy **8.3.1, “Community Corrections Security,” Section 17.**
5. In all cases, residents and staff shall cooperate fully with any/all law enforcement investigation(s).
6. If the potential crime scene is located in the facility, the Facility Director/designee shall ensure that the procedures outlined in Department policy **8.3.1, Section 24** are followed.

C. Criminal Complaints

1. Any employee who receives a criminal complaint made by a resident shall notify the Facility Director/designee without delay, and document the complaint/occurrence on a **DC-121, Part 3-BCC, Employee Report of Extraordinary Occurrence.**
2. The Facility Director/designee shall notify his/her Regional Director/designee and document all actions taken in accordance with Department policy **8.3.1, Section 17.**

3. In all cases, residents and staff members shall cooperate fully with any/all law enforcement investigation(s).
4. If the potential crime scene is located in the facility, the Facility Director/designee shall ensure that the procedures outlined in Department policy **8.3.1, Section 24** are followed.
5. No resident shall be disciplined for making a good faith criminal complaint. The resident's facility status shall not be affected unless the resident requests a transfer or the Facility Director/designee determines, after a preliminary evaluation, that a transfer is necessary to protect the resident or to maintain the security of the facility pending investigation. When it is determined that protective measures are necessary, the Facility Director/designee shall take the appropriate action.
6. Any resident who makes a criminal complaint that, upon investigation, is determined to be false, may be prosecuted and shall be subject to discipline.
7. Resident contact with District Attorney

If after the investigation of a resident complaint by the Pennsylvania State Police (PSP) or the local authorities, it is determined that a prosecution will not be initiated by either the PSP or the local authorities, the resident-complainant shall be notified, in accordance with established facility procedures, of:

- a. the determination not to prosecute;
- b. the reasons for the determination; and
- c. his/her right to communicate with the District Attorney to investigate the complaint further.

Section 6 – Movement

A. Community Contract Facility (CCF) Responsibility

1. CCFs shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

B. Movement

1. There shall be no resident movement inside the center during count time. Residents may be required to be in their rooms at/on their bunks as directed by staff.
2. There shall be no resident sign-outs, resident sign-ins, nor visitor (of residents) in-processing during count time or shift change.
3. “Restricted” sign-outs may be implemented/communicated by the Center Director/designee due to emergency circumstances or other time-driven operational needs.
4. Once the 2100 hours count has cleared, residents may resume activity inside the center until “lights out.”
5. “Lights out” shall not exceed midnight, unless approved by the Center Director/designee for special events (tournaments, Super Bowl, World Series, etc.) or for residents returning from work during this time (they shall be given time to shower, eat, and unwind prior to returning to their sleeping quarters).

C. Accountability¹

1. Residents shall comply with all rules and regulations of the facility as outlined in the Universal Set of Rules provided during orientation.
2. Residents shall submit a weekly schedule to their Counselor in accordance with the Reentry Focus Plan (RFP). Utility time may be suspended as outlined in Department policy **BCC-ADM 001, Section 1**.
3. Residents shall comply with all treatment programming as determined by the State Intermediate Punishment Program, Pennsylvania Parole Board (PB) imposed conditions, or facility recommendation.
4. Residents are expected to return to the center no later than their authorized return time or contact the center for an extension request.

¹ 4-ACRS-2A-11

5. Failure to return to the facility by the authorized return time shall result in notification to the appropriate jurisdiction for escape/absconder protocol.
6. Parolees may request travel passes (overnight, out of district, etc.) through their Counselor and Parole Agent.
7. If issues arise during a sign-out, residents shall keep center staff informed of their location and/or issues.

Abuse

1. Conduct by an employee, contractor, or volunteer that involves:
 - a. the use of excessive force upon a resident;
 - b. the occurrence of an unwarranted life-threatening act against a resident; and
 - c. an articulated verbal or written threat to inflict physical injury directed toward a resident.
2. Excluded from this definition are:
 - a. conditions of confinement;
 - b. claims of inadequate medical or intentionally denied medical care;
 - c. harassment or nonperformance of duty by a staff member; and/or
 - d. abuse by another resident, to include sexual contact.

Allegation – Any report, complaint, or statement stating someone has done something wrong or illegal.

Community Contract Facility (CCF) – A privately owned and operated residential correctional facility contracted with the PA Department of Corrections.

Community Corrections Center (CCC) – A residential correctional facility operated by the PA Department of Corrections.

Complainant – The person or entity submitting a complaint on his/her own behalf or on behalf of a facility resident.

Complaint – An allegation of abuse or other wrongdoing submitted by a resident or other person or entity to facility staff.

Contraband – *Any item possessed by confined juvenile or adult offenders or found within the facility that is illegal by law or expressly prohibited by those legally charged with the administration and operation of the facility or program.*

Department – The Pennsylvania Department of Corrections.

Dorm Room Safety Inspection – The observation and physical testing of the structural components of the sleeping quarters.

Electric Immobilizer Device (EID) – Any non-lethal defensive electrical device approved by the Department to temporarily immobilize an individual. These include products such as the Taser and other devices that use this technology.

Facility – A place, institution, building (or part thereof), set of buildings, structure, or area that is used by an agency for the confinement of individuals. This term refers to a CCC or CCF.

Facility Director/Designee – The Director of a CCC or CCF or their management designee.

Force – Any action within the force continuum by a staff member intended to compel a resident to act or to cease acting.

Force Continuum – A sequential order of force beginning with the least amount of force and progressing through the degrees of non-deadly force authorized in community corrections. The following components sequentially make up a force continuum:

1. *control techniques, *Oleoresin Capsicum (OC), and/or *Electric Immobilizer Device (EID); or
2. any physical contact intended to cause the resident to act or stop acting.

*These options are equivalent methods of control, subject to availability under the circumstances.

Grievance – A formal written complaint by a resident related to a problem encountered during the course of their assignment to a facility.

Instruments of Restraint – Any authorized security device used to detain a resident or compel them to cease an action (i.e., handcuffs, flex cuffs, leg irons, waist chains, etc.).

Investigation Outcome:

1. Substantiated – an allegation that was investigated and determined to have occurred.
2. Unfounded – an allegation that was investigated and determined not to have occurred.
3. Unsubstantiated – an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

K-9 Inspection – An inspection conducted by a trained narcotics detection K-9 and its handler. The K-9 scans the air for suspected narcotics. In accordance with this manual, the resident may or may not be present for the search.

Bureau of Investigations and Intelligence (BII) – The **Bureau** responsible for monitoring resident abuse allegations.

Oleoresin Capsicum (OC) – A product using tincture of oleoresin capsicum derived from cayenne pepper as its active agent.

Pat Search – A running of the hands over the clothed body of a resident by an employee to determine whether the individual possesses contraband.

***BCC-ADM 002, Bureau of Community Corrections Resident Safety Procedures Manual
Glossary of Terms***

Resident – Any person assigned, confined, or detained in a Community Confinement Facility. Responsibility, whose placement is funded by the Department (including parolees).

Room Search – A search of any area where the resident's property is stored and the resident has access (dorms, bedrooms, food storages, etc.).

Staff – An employee of the Department of Corrections or an employee of a Community Contract Facility. The word staff and employee may be used interchangeably throughout this policy.

Strip Search – A search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person's breasts, buttocks, or genitalia.

Use of Force – A use of force in community corrections consists of the physical contact with a resident in a confrontational situation to control behavior and enforce order.