


MDOC POLICIES

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MDOC STANDARD OPERATING PROCEDURES

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	MISSISSIPPI DEPARTMENT OF CORRECTIONS	POLICY NUMBER 03-01
		AGENCY WIDE
GENERAL STANDARDS OF PROFESSIONAL CONDUCT		INITIAL DATE 12-01-1982
ACA STANDARDS: 2-CO-1C-04, 2-CO-1C-24, 4-4069, 4-4070, 4-ACRS-3A-07 4-ACRS-7D-08, 4-APPFS-3C-02		EFFECTIVE DATE 05-01-2015
STATUTES: 47-5-193, 97-3-104	NON-RESTRICTED	PAGE 1 of 4

POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) that all employees will conduct themselves and perform their duties in a professional manner.

DEFINITIONS:

Employees – Paid employees of MDOC, contract workers, volunteers, interns, consultants and professional specialists.

Immediate Family – A spouse, children, stepchildren raised prior to age twelve (12), brothers, sisters, parents, grandparents, grandchildren, or person documented as acting in place of parent as surrogate prior to age twelve (12) (i.e., foster parent, step-parent, or relative that raised the individual as a child) and can be documented by law enforcement, school, Human Services records, or employer statement.

Intern – A student who is approved by the Commissioner for participation in the Intern Program and receives academic credit while working in an assigned position within MDOC.

PRECEPTS:

Code of Ethics

The MDOC Director of Human Resources will ensure that a written code of ethics prohibits employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. A copy of this code of ethics will be available to all employees.

Administration of Correctional Agencies (Central Office): Written policy, procedure, and practice provide for employee rules of conduct that specify prohibited behavior and penalties that may be imposed [2-CO-1C-04].

Administration of Correctional Agencies (Central Office): The agency has a written policy to guard against conflicts of interest that adversely affect the agency; this policy specifically states that no person connected with the agency will use his or her official position to secure special privileges or advantages [2-CO-1C-24].

Adult Correctional Institutions: A written code of ethics shall require employees to conduct themselves and perform their duties in such a way as to set a good example for prisoners and thereby command their respect. The code of ethics shall prohibit employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. This code is available to all employees [4-4069].

TITLE: GENERAL STANDARDS OF PROFESSIONAL CONDUCT		POLICY NUMBER 03-01
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Adult Correctional Institutions: Written policy, procedure, and practice provide that consultants and contract personnel who work with inmates are informed in writing about the institution's policies on confidentiality of information and agree to abide by them. [4-4070].

Adult Community Residential Services: Staff model desired behaviors in accordance with a facility's code of ethics. Staff reinforces proper offender behavior and corrects offender misbehavior [4-ACRS-3A-07].

Adult Community Residential Services: Procedures govern case record management, including, at a minimum, the following areas: the establishment, maintenance, use, and content of case records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records.

- All entries in the case record are signed and dated.
- Appropriate safeguards exist to minimize the possibility of theft, loss, or destruction of records.
- Records are safeguarded from unauthorized and improper disclosure.
- When any part of the information system is computerized, security ensures confidentiality.
- The facility uses a "release of information consent form" that complies with applicable federal and state regulations and a copy of the form is maintained in the offender's case record.
- Employees, consultants, and contract personnel are informed in writing about the facility's policies on confidentiality of information and agree in writing to abide by them.
- The policies and procedures are reviewed annually [4-ACRS-7D-08].

Adult Probation and Parole Field Services: The agency has a written code of ethics that it provides to all staff. At a minimum, the code:

- Prohibits staff, contractors, interns, and volunteers from using their official positions to secure privileges for themselves or others
- Prohibits staff, contractors, interns, and volunteers from engaging in activities that constitute a conflict of interest
- Prohibits staff, contractors, interns, and volunteers from knowingly accepting any gift or gratuity from, or engaging in personal business transactions that would provide them a benefit not available to the general public or sexual relations with an offender or an offender's immediate family and
- Defines acceptable behavior in the areas of campaigning, lobbying, or political activities

All staff, contractors, interns, and volunteers are held accountable for compliance with the code of ethics [4-APPFS-3C-02].

This written code of ethics will also include, but not be limited to the following:

- Employees will protect the civil, legal, and applicable constitutional rights of all offenders.
- Employees are expected to conduct themselves in a dignified, honest and professional manner.

TITLE: GENERAL STANDARDS OF PROFESSIONAL CONDUCT		POLICY NUMBER 03-01
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- No employee will use his official position to secure special advantage for himself, any offender, or any other person(s).
- Employees responsible for personnel actions will not use their position to hire, appoint, promote, or dismiss any person on the basis of either person's personal or political interest.
- Information pertaining to offenders and obtained under the color of office will be considered confidential and will not be released to anyone not authorized to receive it.
- Any public statement related to the affairs of MDOC will be worded to indicate that the statement is either a personal or official MDOC statement.
- Employees will report any unethical, corrupt, or criminal behaviors occurring within the department to their supervisor, Corrections Investigation Division, or the Director of Human Resources.

No employee will accept from or provide to any offender or their immediate family any item or gift not authorized by the MDOC, nor will any employee accept from or provide to any offender or their immediate family any item in a manner not authorized by MDOC.

No employee will establish close friendships or fraternize with offenders or their immediate family, agent or other representative.

Employee - Offender Kinship

Any employee who becomes aware of any offender with whom he has had any previous or existing relationship, whether a kinship relationship (by blood or marriage, adoption, common law) or not, the employee will immediately report this in writing to his Supervisor or Department Head and the Superintendent or Community Corrections Director.

The Superintendent or Community Corrections Director will immediately report this information in writing to the respective Deputy Commissioners who in turn will report this information to the Commissioner.

Carnal Knowledge

It is unlawful for any jailer, guard, employee of the Mississippi Department of Corrections, sheriff, constable, marshal or other officer or employee of a law enforcement agency or correctional facility to engage in any sexual penetration, as defined in Section 97-3-97, or other sexual act with any offender, with the offender's consent, who is incarcerated at any jail or any state, county or private correctional facility or who is serving on probation, parole, earned-release supervision, post-release supervision, earned probation, intensive supervision, or any other form of correctional supervision.

It is unlawful for any civilian with supervisory or custodial authority over an offender to engage in any sexual penetration, as defined in 97-3-97, or other sexual act with the offender, with the offender's consent, who is incarcerated at any jail or any state, county or private correctional facility.

TITLE: GENERAL STANDARDS OF PROFESSIONAL CONDUCT		POLICY NUMBER 03-01
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Any person who violates this section is guilty of a felony and upon conviction will be fined not more than Five Thousand Dollars (\$5,000.00) or imprisoned for a term not to exceed five (5) years, or both.

Prohibited Items

It is unlawful for any officer or employee of the department, of any county sheriff's department, of any private correctional facility in this state in which offenders are confined or for any other person to furnish, attempt to furnish, or assist in furnishing to any offender confined in this state any weapon, deadly weapon, unauthorized electronic device or contraband item.

It is unlawful for any person to take, attempt to take, or assist in taking any weapon, deadly weapon, unauthorized electronic device or contraband item on property belonging to the department which is occupied or used by offenders, except as authorized by law.

Prohibition Against Discrimination

Employees will not discriminate against any individual because of race, gender, creed, national origin, religious affiliation, age or any other type of prohibited discrimination.

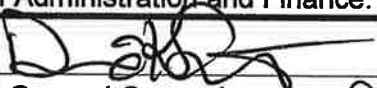
DOCUMENTS REQUIRED:

As required by this policy and through the chain of command.

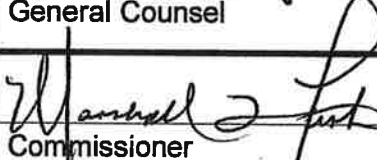
ENFORCEMENT AUTHORITY

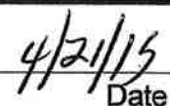
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Administration and Finance.

**Reviewed and
Approved for
Issuance**


General Counsel


Date


Commissioner


Date



**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**POLICY NUMBER
04-02**

AGENCY WIDE

ORIENTATION AND IN-SERVICE TRAINING

**INITIAL DATE
10-01-1997**

**ACA STANDARDS: 2-CO-1D-02, 2-CO-1D-05, 2-CO-1D-06, 2-CO-1D-07,
2-CO-1D-08, 4-4082 thru 4-4089, 4-ACRS-7B-14 thru
4-ACRS-7B-17, 4-ACRS-7B-17-01, 4-ACRS-7B-18,
4-APPFS-3A-05,, 4-APPFS-3A-14 thru 4-APPFS-3A-18,
4-APPFS-3A-23,**

**EFFECTIVE DATE
03-01-2014**

STATUTES:

NON-RESTRICTED

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POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain an organized and evaluated training and staff development program that facilitates professional development and efficient job performance through appropriate training for all employees.

DEFINITIONS:

MDOC Orientation – Forty hours initial training provided prior to all employees undertaking their assignment.

Mandatory Training – Training required by MDOC for all employees.

Specialized Training – Training provided in a special activity, field, or practice.

MDOC Training Year – Calendar year (January through December).

Occupational Job Title Code Data Sheet – A form to describe the occupational codes, job titles, and required annual training hours,

PRECEPTS:

Administration of Correctional Agencies (Central Office): **Written agency policy, procedure, and practice provide that all full-time employees receive forty hours of orientation prior to job assignment [2-CO-1D-05].**

Administration of Correctional Agencies (Central Office): **Written policy, procedure, and practice provide that all administrative and managerial staff receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter, in areas relevant to their position [2-CO-1D-07, Revised – 2006 Supplement].**

Adult Correctional Institutions: **Written policy, procedure, and practice provide that all new full-time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following: the purpose, goals, policies, and procedures for the facility and parent agency; security and contraband regulations; key control; appropriate conduct with offenders; responsibilities and rights of employees; universal precautions; occupational exposure; personal protective equipment; biohazardous waste disposal; and an overview of the correctional field [4-4082].**

TITLE: ORIENTATION AND IN-SERVICE TRAINING		POLICY NUMBER 04-02
EFFECTIVE DATE: 03-01-2014	NON-RESTRICTED	PAGE 2 of 7

Adult Community Residential Services: All new full-time employees receive forty hours of orientation training before undertaking their assignments. Orientation training includes, at a minimum, the following: a historical perspective of the facility, facility goals and objectives, program rules and regulations, job responsibilities, personnel policies, offender supervision, and report preparation. The employee signs and dates a statement indicating that he or she has received orientation [4-ACRS-7B-14].

Adult Probation and Parole Field Services: All new, full-time employees receive at least 40 hours of orientation before undertaking their assignments. Orientation includes at a minimum the following: orientation to the mission, goals, policies, and procedures of the agency; orientation to the working conditions and regulations; office and field safety; employees' rights and responsibilities; code of ethics; an overview of the criminal justice system; and the particular job requirements [4-APPFS-3A-05].

Adult Probation and Parole Field Services: All staff, including promoted or reassigned staff, receive the training necessary to ensure that they possess the requisite knowledge, skills and abilities before assuming assigned duties. [4-APPFS-3A-14]

Adult Probation and Parole Field Services: Officers are trained in self defense techniques that are authorized by the agency. Training addresses the use of equipment authorized by the agency [4-APPFS-3A-23].

The Director of Training will ensure all employees have available to them the appropriate type and amount of training for their position.

Training history reports are disseminated to supervisors on a quarterly basis. The schedule is as follows:

1. March (within the first week of the month)
2. June (within the first week of the month)
3. September (within the first week of the month)
4. December (within the first week of the month)

Human Immunodeficiency Virus and Acquired Immunodeficiency Syndrome Awareness (HIV and AIDS), Bloodborne Pathogens training is required annually for all MDOC employees.

Administration of Correctional Agencies (Central Office): Written policy, procedure, and practice specify training and staff development requirements for all employees. This training shall, at a minimum, include the following:

- fire and emergency procedures
- safety procedures
- interpersonal relations
- communication skills
- sexual harassment

The sophistication level and amount of training should be based on the employees' need to know and their job assignments [2-CO-1D-02].

TITLE: ORIENTATION AND IN-SERVICE TRAINING		POLICY NUMBER 04-02
EFFECTIVE DATE: 03-01-2014	NON-RESTRICTED	PAGE 3 of 7

Adult Correctional Institutions: All part-time staff and contract personnel receive formal orientation appropriate to their assignments and additional training as needed [4-4088].

Adult Community Residential Services: All part-time staff, volunteers, and contract personnel receive formal orientation appropriate to their assignments and additional training, as needed [4-ACRS-7B-18].

Adult Probation and Parole Field Services: All part-time employees working less than 35 hours per week receive training appropriate to their assignment [4-APPFS-3A-18].

Adult Correctional Institutions: Written policy, procedure, and practice provide that all administrative and managerial staff receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter, in areas relevant to their position [4-4083].

Adult Community Residential Services: All administrative, managerial, and professional staff receive 40 hours of training in addition to orientation training during the first year of employment and 40 hours of training each year thereafter, in areas relevant to their position [4-ACRS-7B-15].

Adult Probation and Parole Field Services: All newly appointed supervisors and managers receive 40 hours of supervisory training within one year of their appointment. This training covers at a minimum the following areas: supervisory skills, general management; labor law; employee-management relations; relationships with other service agencies, and evidence based practices for effective offender intervention. Forty hours of relevant training is received each year thereafter [4-APPFS-3A-15].

Adult Correctional Institutions: Written policy, procedure, and practice provide that all new correctional officers receive 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:

- security and safety procedures
- emergency and fire procedures
- supervision of offenders
- suicide intervention/prevention
- use of force
- offender rights
- key control
- interpersonal relations
- communications skills
- standards of conduct
- cultural awareness
- sexual abuse/assault intervention
- code of ethics

Additional topics may be added at the discretion of the agency or facility [4-4084].

Additional topics may include but not limited to:

- Firearms Training

TITLE: ORIENTATION AND IN-SERVICE TRAINING		POLICY NUMBER 04-02
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- Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Awareness
- Bloodborne Pathogens
- Policies and Procedures
- On-the-Job Training

Adult Correctional Institutions: Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall include at a minimum the following areas:

- standards of conduct/ethics
- security/safety/fire/medical/emergency procedures
- supervision of offenders including training on sexual abuse and assault
- use of force

Additional topics shall be included based upon a needs assessment of both staff and institution requirements [4-4084-1].

Adult Community Residential Services: Written policy, procedure, and practice provide that all new offender care workers receive 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:

- security and safety procedures
- emergency and fire procedures
- supervision of offenders
- suicide intervention/prevention
- use of force
- offender rights
- key control
- interpersonal relations
- communication skills
- standards of conduct
- cultural awareness
- sexual abuse/assault intervention
- code of ethics

Additional topics may be added at the discretion of the agency or facility [4-ACRS-7B-17].

Adult Community Residential Services: Written policy, procedure, and practice provide that all offender care workers receive at least 40 hours of annual training. This training shall include at a minimum the following areas:

- standards of conduct/ethics
- security/safety/fire/medical/emergency procedures
- supervision of offenders including training on sexual abuse and assault
- use of force

Additional topics shall be included based upon a needs assessment of both staff and facility requirements [4-ACRS-7B-17-1].

TITLE: ORIENTATION AND IN-SERVICE TRAINING		POLICY NUMBER 04-02
EFFECTIVE DATE: 03-01-2014	NON-RESTRICTED	PAGE 5 of 7

New correctional officers will be required to complete 40 hours of new employee orientation during the first week of employment.

They will then be required to complete 120 hours of Corrections Academy training in the following three weeks; this training will be completed prior to being assigned a security post.

The next phase will consist of 160 hours of On-the-Job Training (OJT) to be conducted by their assigned work area.

Thereafter, they will be required to receive 40 hours of training each subsequent year of employment and is referred to as "Annual Refresher."

Annual Refresher is required of all employees in Correctional Officer job classes each subsequent year after employment.

Annual Refresher is also required for Correctional Supervisors (Lieutenants), Correctional Commanders (Captains).

Correctional Field Officers are required to annually attend 40 hours of Interpersonal Skills training as defined by the Director of Training.

Correctional Officers and Administrators who are MDOC Training Academy graduates and are being rehired following a break from service not to exceed one year, may be exempt from academy attendance at the discretion of the Director of Training.

Correctional Administrators who are hired from non-MDOC sources may be required to attend a modified academy program.

Adult Correctional Institutions: Written policy, procedure, and practice provide that all professional specialist employees who have inmate contact receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter [4-4085].

Adult Probation and Parole Field Services: All probation/parole officers and other professional employees receive 40 hours of training as soon as possible after their appointment but no later than one year, and 40 hours of training each year thereafter [4-APPFS-3A-17].

Administration of Correctional Agencies (Central Office): Written policy, procedure, and practice provide that all support employees who have regular or daily contact with inmates receive forty hours of training in addition to orientation training during their first year of employment and forty hours of training each year thereafter [2-CO-1D-06].

Adult Correctional Institutions: Written policy, procedure, and practice provide that all support employees who have regular or daily contact with inmates receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter [4-4086].

TITLE: ORIENTATION AND IN-SERVICE TRAINING		POLICY NUMBER 04-02
EFFECTIVE DATE: 03-01-2014	NON-RESTRICTED	PAGE 6 of 7

Administration of Correctional Agencies (Central Office): **Written policy, procedure, and practice provide that all employees who have minimal contact with inmates receive sixteen hours of training in addition to orientation training during their first year of employment and sixteen hours of training each year thereafter [2-CO-1D-08].**

Clerical support personnel who are not in continuous contact with inmates should receive training relevant to their particular job assignments.

Adult Correctional Institutions: **Written policy, procedure, and practice provide that all clerical/support employees who have minimal contact with inmates receive 16 hours of training in addition to orientation training during their first year of employment and 16 hours of training each year thereafter [4-4087].**

Clerical support personnel who are not in continuous contact with inmates should receive training relevant to their particular job assignments.

Adult Community Residential Services: **All clerical/support employees receive sixteen hours of training, in addition to their orientation training, during the first year of employment and sixteen hours of training each year thereafter [4-ACRS-7B-16].**

Adult Probation and Parole Field Services: **All clerical/support employees receive 16 hours of training during their first year of employment and at least 16 hours of training each year thereafter [4-APPFS-3A-16].**

Procedures will be established to require all employees to receive training in HIV and AIDS Awareness and Bloodborne Pathogens on an annual basis.

New employees and current employees will receive three to four hours of Human Immunodeficiency Virus, Acquired Immunodeficiency Syndrome Awareness and Bloodborne Pathogens training initially.

Each year thereafter, all employees will receive two hours of Refresher Training in Human Immunodeficiency Virus and Acquired Immunodeficiency Syndrome Awareness and Bloodborne Pathogens. This training will be part of the employee's 16 or 40-hour annual training requirement.

Adult Correctional Institutions: **Written policy, procedure, and practice provide that correctional officers assigned to an emergency unit have at least one year of corrections and 40 hours of specialized training before undertaking their assignments. Other staff must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first-year training program. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 of which are specifically related to the emergency unit assignment [4-4089].**

The Emergency Response Team (ERT) commander or designee will ensure officers assigned to an emergency unit receive the appropriate training.


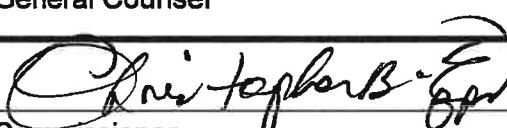
Upon request, non-MDOC personnel may be granted training slots after all needs of the department are met and space is available.


TITLE: ORIENTATION AND IN-SERVICE TRAINING		POLICY NUMBER 04-02
EFFECTIVE DATE: 03-01-2014	NON-RESTRICTED	PAGE 7 of 7

283 All training will be documented on the appropriate form supplied by the Training Department and
 284 submitted by the Training Branch Director to the Director of Training within five days after
 285 completion of the training session.

286
 287 **DOCUMENTS REQUIRED:**

288
 289 As required by this policy and through the chain of command.

ENFORCEMENT AUTHORITY	
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections.	
Reviewed and Approved for Issuance	 2/19/2014 General Counsel Date
	 2/19/14 Commissioner Date

 MISSISSIPPI DEPARTMENT OF CORRECTIONS	POLICY NUMBER 16-02
	AGENCY WIDE
SECURITY CONTROL CENTER	INITIAL DATE 12-01-1997
ACA STANDARDS: 2-CO-3A-01, 4-4175	EFFECTIVE DATE 12-01-2009
STATUTES:	RESTRICTED
	PAGE 1 of 2

POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain a control center.

DEFINITIONS:

Control Center - A post that will be staffed 24 hours a day, 7 days a week and will monitor and be responsible for maintaining the offender count and coordination of internal and perimeter security. This area should serve as the facilities communication center and be equipped with a computer capable of accessing Offendertrak.

PRECEPTS:

Administration of Correctional Agencies (Central Office): There are written agency policies that cover, at a minimum, the following:

- security
- correctional officer assignments
- patrol and inspection
- use of restraints
- security equipment
- control center operation
- permanent log maintenance
- count procedures
- contraband control [2-CO-3A-01].

Adult Correctional Institutions: Space is provided for a 24-hour continuously staffed secure control center for monitoring and coordinating the institution's security, life, safety, and communications systems. Staff assigned to a control center have access to a toilet and washbasin. There is a communication system between the control center and inmate living areas [4-4175...Added: 2008 Standards Supplement].

The Deputy Commissioner of Institutions or designee will establish procedures to ensure that each institution maintains a security control center.

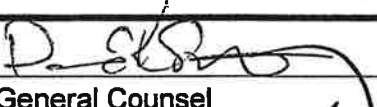
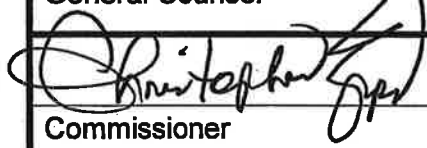
The Deputy Commissioner of Institutions or designee will establish procedure to ensure facilities have a communication system between the control center and the inmate living areas.


TITLE: SECURITY CONTROL CENTER		POLICY NUMBER 16-02
EFFECTIVE DATE: 12-01-2009	NON-RESTRICTED	PAGE 2 of 2

39 **DOCUMENTS REQUIRED:**

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41 As required by this policy and through the chain of command.

ENFORCEMENT AUTHORITY		
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions.		
Reviewed and Approved for Issuance	 General Counsel	11-16-2009 Date
	 Commissioner	11/12/09 Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS		POLICY NUMBER 16-06
			AGENCY WIDE
OFFENDER COUNT & TRANSPORT		INITIAL DATE 06-13-1983	
ACA STANDARDS: 2-CO-3A-01, 4-4187 thru 4-4189, 4-4414, 4-ACRS-2A-01, 4-ACRS- 2A-11		EFFECTIVE DATE 01-01-2010	
STATUTES: 47-5-111, 47-5-116		RESTRICTED	
		PAGE 1 of 4	

POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain an accurate count and to monitor/supervise all internal and external offender movement.

DEFINITIONS:

Biddle Guard – A device or partition installed in a vehicle operated by a law enforcement officer that separates the front and rear passenger compartments.

PRECEPTS:

Administration of Correctional Agencies (Central Office): There are written agency policies that cover, at a minimum, the following:

- security
- correctional officer assignments
- patrol and inspection
- use of restraints
- security equipment
- control center operation
- permanent log maintenance
- count procedures
- contraband control [2-CO-3A-01].

The Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections or designees will establish procedures regarding offender count and transport to include, but not be limited to:

- Maintenance of current daily master index indicating location of all MDOC offenders
- Manner in which offender will be transported (depending on classification or custody)
- Number and type of staff needed to move each custody level of offenders

Adult Correctional Institutions: The institution has a system for physically counting inmates. The system includes strict accountability for inmates assigned to work and educational release, furloughs, and other approved temporary absences [4-4187].

Adult Community Residential Services: The facility has a system of accountability for offenders assigned to work and educational release, furloughs, and other temporary absences from the facility. The facility has a system for physically counting offenders.

TITLE: OFFENDER COUNT & TRANSPORT		POLICY NUMBER 16-06
EFFECTIVE DATE: 01-01-2010	RESTRICTED	PAGE 2 of 4

There are at least three offender counts daily. Staff monitor the movement of offenders into and out of the facility [4-ACRS-2A-11].

Adult Correctional Institutions: Written policy, procedure, and practice provide that staff regulate inmate movement [4-4188].

Adult Community Residential Services: Access to and egress from the facility are controlled [4-ACRS-2A-01].

Adult Correctional Institutions: Written policy and procedure govern the transportation of inmates outside the institution and from one jurisdiction to another [4-4189].

Adult Correctional Institutions: Nonemergency offender transfers require the following:

- Health record confidentiality is to be maintained
- Summaries, originals, or copies of the health record accompany the offender to the receiving facility. Health conditions, treatments, and allergies should be included in the record.
- Determination of suitability for travel based on medical evaluation is made, with particular attention given to communicable disease clearance.
- Written instructions regarding medication or health interventions required en-route should be provided to transporting officers separate from the medical record.
- Specific precautions (including standard) are to be taken by transportation officers (for example, masks or gloves).

A medical summary sheet is required for all inter- and intrasystem transfers to maintain the provision of continuity of care. Information included does not require a release of information form [4-4414].

When Private and County Regional Facilities are required to transport their offenders to and from MDOC facilities, they will adhere to all MDOC policies and procedures for movement/transportation of offenders.

When sheriffs and or deputies are willing to transport offenders to MDOC in order to expedite movement, such services will be accepted provided no costs are incurred by MDOC.

Publicity related to the inter-facility transport of offenders will be kept to a minimum. Employees will not give MDOC offenders prior notification of any type of movement and/or transfer.

Employees will not give the public prior notification of any type of MDOC offender movement and/or transfer.

Transport of offenders must meet statutory law.

Section 47-5-116, Mississippi Code of 1972, as amended in 1999, provides in part:

TITLE: OFFENDER COUNT & TRANSPORT		POLICY NUMBER
		16-06
EFFECTIVE DATE: 01-01-2010	RESTRICTED	PAGE 3 of 4

It is unlawful to transport a prisoner who is committed to the Department of Corrections in a vehicle which is not equipped with a secure Biddle guard. Each prisoner will be restrained and a state, county, municipal or private correctional facility will not release a prisoner into the custody of a law enforcement officer unless the prisoner is being transported in a vehicle equipped in accordance with this section.

The Commissioner of Corrections, sheriff or chief law enforcement officer who is responsible for a vehicle in which any transportation in violation of this section occurs will be assessed a civil penalty of One Thousand Five Hundred Dollars (\$1,500.00) which will be collected by the Attorney General and paid into the State Treasury.

The Commissioner of Corrections, sheriff or chief law enforcement officer who is responsible for a vehicle in which a prisoner is transported in violation of this section will not be liable personally for any damages arising from injuries to persons or property caused by a prisoner who has escaped while being transported in violation of this section.

This section will not apply to any vehicle used by a correctional officer for transporting prisoners on the grounds of a correctional facility under the jurisdiction of the department, to any vehicle used by a field officer of the Department of Corrections when taking a prisoner into the custody of the Department of Corrections or to any vehicle used to transport prisoners in work release programs.

Transportation of state inmates housed in a Restitution Center or Community Work Center in government vehicles to a correctional facility for routine services (i.e. medical, dental), may not require the use of a biddle guard. Transportation of state inmates for disciplinary action will require full restraints and use of a biddle guard.

Emergency Transportation

Anytime an offender is transported out-of-state for medical reasons, the MDOC Chief Medical Officer is to be consulted prior to the offender being transported.

Authorized emergency vehicles may be used to transport offenders off grounds for medical reasons.


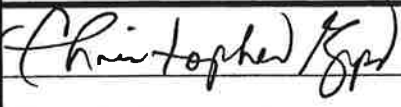
An officer must accompany the offender inside the vehicle.

A MDOC, Private Corrections Company or Regional Correctional Facility escort vehicle will be used at the discretion of the Superintendent/Warden or designee.

DOCUMENTS REQUIRED:

As required by this policy and through the chain of command.

TITLE: OFFENDER COUNT & TRANSPORT		POLICY NUMBER 16-06
EFFECTIVE DATE: 01-01-2010	RESTRICTED	PAGE 4 of 4

ENFORCEMENT AUTHORITY		
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections.		
Reviewed and Approved for Issuance		12-14-2009
	General Counsel	Date
		12/17/09
	Commissioner	Date



MISSISSIPPI DEPARTMENT
OF
CORRECTIONS

POLICY NUMBER
16-07

AGENCY WIDE

CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS

INITIAL DATE
06-13-1983

ACA STANDARDS: 2-CO-3A-01, 2-CO-3C-01, 4-4192 thru 4-4194,
4-ACRS-2C-01, 4-ACRS-2C-02, 4-ACRS-2C-04,
4-ACRS-2C-05, 4-ACRS-2C-06

EFFECTIVE DATE
12-01-2013

STATUTES: 47-5-193

RESTRICTED

PAGE 1 of 4

POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to control contraband.

DEFINITIONS:

Contraband – Any item(s) that is not authorized by MDOC.

Spice/Mojo – A form of contraband which is a combination of herbs; baybean (canavalia maritime), blue lotus (nymphaea caerulea & nymphaea alba), lion's tail (Leonotis leonurus), Indian warrior (pedicularis densiflora), dwarf scallop (scutellaria nana), moconha brava (zornia latifolia), pink lotus (nelumbo nucifera), Siberian motherwort (leonurus sibircus), vanilla and honey, that produces some of the same effects as marijuana.

JHW-108 Synthetic Marijuana – A man-made chemical/THC variant that produces similar affects as THC except is four (4) times stronger.

Body Imaging Scanner – Screening equipment for persons that generates a front and back scan simultaneously eliminating the need for repositioning and accurately reveals both metallic and non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.

Divestiture – To relinquish personal belongings for the purpose of inspection and conducting of a body image scan.

PRECEPTS:

Administration of Correctional Agencies (Central Office): **There are written agency policies that cover, at a minimum, the following:**

- security
- correctional officer assignments
- patrol and inspection
- use of restraints
- security equipment
- control center operations
- permanent log maintenance
- count procedures
- contraband control [2-CO-3A-01]

Adult Correctional Institutions: **Written policy, procedure, and practice provide for searches of facilities and inmates to control contraband and provide for its disposition. These policies are made available to staff and inmates [4-4192].**

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		POLICY NUMBER 16-07
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 2 of 4

Adult Community Residential Services: The contraband policy is provided to staff and offenders [4-ACRS-2C-01].

Adult Community Residential Services: Searches are conducted to control contraband [4-ACRS-2C-02].

Spice/Mojo/JHW-108 synthetic marijuana is considered contraband and is not allowed at any MDOC facility.

The Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections will ensure that procedures are developed for searches of facilities and offenders to control contraband. These procedures will also provide for the disposition of contraband.

The collection/disposition of contraband will be noted in the Contraband Log. Reference policy 21-03, Offender Property, for information on items allowed by offenders.

Each Deputy Commissioner or designee will provide staff with a copy of the contraband policy. Offenders will be provided a copy of the Inmate Handbook and rules pertaining to contraband.

Section 47-5-193, Mississippi Code of 1972; It is unlawful for any officer or employee of the department, of any county sheriff's department, of any private correctional facility in this state in which offenders are confined, of any municipal or other correctional facility in this state, or for any other person or offender to possess, furnish, attempt to furnish, or assist in furnishing to any offender confined in this state any weapon, deadly weapon, unauthorized electronic device, contraband item, or cell phone or any of its components or accessories, including, but not limited to subscriber information module (SIMS) cards or chargers, or contraband item. It is unlawful for any person or offender to take, attempt to take, or assist in taking any weapon, deadly weapon, unauthorized electronic device, contraband item, cell phone or any of its components or accessories to include, but not limited to, subscriber information module (SIMS) cards or chargers, on the property within the state belonging to the department, a county, a municipality, or other entity that is occupied or used by offenders, except as authorized by law.

Body Searches

Administration of Correctional Agencies (Central Office): Written agency policies provide inmates/juveniles/residents with the following:

- access to courts
- access to counsel
- access to law library
- access to programs and services
- access to media
- procedures that reasonably ensure the safety and well-being of offenders
- procedures for searches
- procedures for disciplinary actions
- grievance procedures
- freedom from racial, ethnic, gender, and religious discrimination [2-CO-3C-01].

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		POLICY NUMBER 16-07
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 3 of 4

Adult Correctional Institutions: **Written policy, procedure, and practice provide that manual or instrument inspection of body cavities is conducted only when there is reason to do so and when authorized by the warden/superintendent or designee. The inspection is conducted in private by health care personnel or correctional personnel trained by health care personnel [4-4193].**

Adult Community Residential Services: **Manual or instrument inspection of body cavities is conducted only when there is reason to do so and when authorized by the facility administrator or designee [4-ACRS-2C-04].**

Adult Community Residential Services: **Inspection of body cavities is conducted in private by health-care personnel [4-ACRS-2C-05].**

Adult Correctional Institutions: **Written policy, procedure, and practice provide that, except in emergency situations, visual inspections of inmate body cavities are conducted by officers of the same sex, in private, and based on reasonable belief that the inmate is carrying contraband or other prohibited material. Reasonable belief is not required when inmates return from contact with the general public or from outside the institution. In all cases, this inspection is conducted by trained personnel [4-4194].**

Adult Community Residential Services: **Only staff of the same sex as the offender participate in strip searches [4-ACRS-2C-06].**

Procedures will be developed by the Deputy Commissioners of Institutions and Community Corrections to ensure that manual inspections of body cavities are conducted only when there is reason to do so, and when authorized by the Superintendent/Community Corrections Director or designee. The inspection will be conducted in private by health care personnel or trained correctional personnel.

The Deputy Commissioners of Institutions and Community Corrections will develop procedures that provide, except in emergency situations, for visual inspections of offender body cavities to be conducted by officers of the same sex, in private, and based on reasonable belief that the offender is carrying contraband or other prohibitive material. Reasonable belief is not required when offenders return from contact with the general public or from outside the facilities. In all cases, trained personnel will conduct this inspection.

When possible, an offender should be given an order outside the presence of other offenders. Once an offender has refused to follow an order by staff, the officer should not confront the offender without informed assistance. The officer(s) asked to assist in carrying out an order should be aware the offender's earlier refusal to comply. Whenever possible, an offender should be isolated from a group of offenders before attempting to enforce an order.

Additionally, orders should be given to the offender when carrying out the process of retrieving the contraband. If an officer knows contraband will be retrieved, do not give the offender time to plan his/her response/attack unnecessarily by giving the offender a warning that you are going to come and take the contraband.


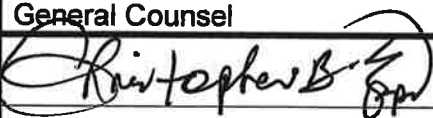
For information concerning control of contraband/searches on staff and visitors, reference policy 31-04, Control of Contraband/Body Searches – Visitors and policy/SOP 16-18 and 16-18-01, Control of Contraband/Body Searches – Staff.

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		POLICY NUMBER 16-07
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 4 of 4

140 **DOCUMENTS REQUIRED:**

141

142 As required by this policy and through the chain of command.

ENFORCEMENT AUTHORITY		
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections.		
Reviewed and Approved for Issuance		11/21/2013
	General Counsel	Date
		11-21-2013
	Commissioner	Date





**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**POLICY NUMBER
16-18**

AGENCY WIDE

CONTROL OF CONTRABAND/BODY SEARCHES - STAFF

**INITIAL DATE
12-01-1997**

ACA STANDARDS: 2-CO-3A-01

**EFFECTIVE DATE
12-01-2013**

STATUTES: 47-5-10, 47-5-191, 47-5-192, 47-5-193, 47-5-195, 47-5-198, 97-31-35

RESTRICTED

PAGE 1 of 3

POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to control contraband from staff through the use of searches.

DEFINITIONS:

Alcoholic Beverage – Any liquid beverage containing alcohol that is capable of being consumed by any individual.

Contraband – Any item(s) that is not authorized by MDOC.

Controlled Substance – Any substance defined as a controlled substance by the Uniform Controlled Substance Law of the state of Mississippi.

Spice/Mojo – A form of contraband which is a combination of herbs; baybean (canavalia maritime), blue lotus (nymphaea caerulea & nymphaea alba), lion's tail (Leonotis leonurus), Indian warrior (pedicularis densiflora), dwarf scallop (scutellaria nana), moconha brava (zornia latifolia), pink lotus (nelumbo nucifera), Siberian motherwort (leonurus sibircus), vanilla and honey, that produces some of the same effects as marijuana.

JHW-108 synthetic marijuana – A man-made chemical/THC variant that produces similar affects as THC except is four (4) times stronger.

Body Imaging Scanner – Screening equipment for persons that generates a front and back scan simultaneously eliminating the need for repositioning and accurately reveals both metallic and non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.

Divestiture – To relinquish personal belongings for the purpose of inspection and conducting of a body image scan.

PRECEPTS:

Administration of Correctional Agencies (Central Office): There are written agency policies that cover, at a minimum, the following:

- security
- correctional officer assignments
- patrol and inspection

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - STAFF		POLICY NUMBER 16-18
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- use of restraints
- security equipment
- control center operation
- permanent log maintenance
- count procedures
- contraband control [2-CO-3A-01].

Pursuant to §47-5-10, Mississippi Code of 1972, the Mississippi Department of Corrections is vested with the powers and duties to require a search of all persons entering the grounds and facilities of the correctional system.

The Commissioner or designee will establish procedures to control contraband from staff through the use of searches to include, but not limited to the following:

- Subject to search notification
- Pat-Down or frisk search of employees
- Strip search of employees
- Body cavity search of employees
- Post-search documentation

The Commissioner or designee will issue in writing a list of all items considered contraband for certain classes of staff and designated zones.

Spice/Mojo/JHW-108 synthetic marijuana is considered contraband and is not allowed at any MDOC facility.

The MDOC Training Department will inform staff through orientation and in-service training, the items considered contraband as it pertains to certain classes of staff and designated zones.

If contraband is found during the course of a search, the staff member will be detained pending notification of law enforcement officials. The Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections or designees will establish procedures addressing contraband found on staff.

Any person who has violated and found guilty of any provision stated below can be punished by confinement and/or fined, or both.

Section 47-5-193, Mississippi Code of 1972; It is unlawful for any officer or employee of the department, of any county sheriff's department, of any private correctional facility in this state in which offenders are confined, of any municipal or other correctional facility in this state, or for any other person or offender to possess, furnish, attempt to furnish, or assist in furnishing to any offender confined in this state any weapon, deadly weapon, unauthorized electronic device, contraband item, or cell phone or any of its components or accessories, including, but not limited to subscriber information module (SIMS) cards or chargers, or contraband item. It is unlawful for any person or offender to take, attempt to take, or assist in taking any weapon, deadly weapon, unauthorized electronic device, contraband item, cell phone or any of its components or accessories to include, but not limited to, subscriber information module (SIMS)

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - STAFF		POLICY NUMBER 16-18
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 3 of 3



88 cards or chargers, on the property within the state belonging to the department, a county, a
89 municipality, or other entity that is occupied or used by offenders, except as authorized by law.

90


91 **DOCUMENTS REQUIRED:**

92

93 As required by this policy and through the chain of command.

ENFORCEMENT AUTHORITY	
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections.	
Reviewed and Approved for Issuance	 11/21/2013 General Counsel Date
	 11-21-2013 Commissioner Date



 MISSISSIPPI DEPARTMENT OF CORRECTIONS		POLICY NUMBER 16-26
		AGENCY WIDE
CONTRABAND CONTROL IN AUTO SHOP		INITIAL DATE 12-01-2001
ACA STANDARDS: 4-4192		EFFECTIVE DATE 12-01-2006
STATUTES:	RESTRICTED	Page 1 of 1

POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to control contraband in the auto shops of the Mississippi State Penitentiary (MSP), the Central Mississippi Correctional Facility (CMCF) and the South Mississippi Correctional Institution (SMCI).

DEFINITIONS:

Contraband - Any item not authorized by Mississippi Code, MDOC policy, procedure, or post order.

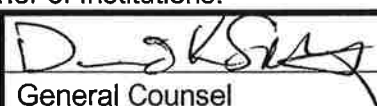
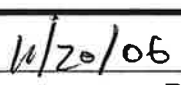
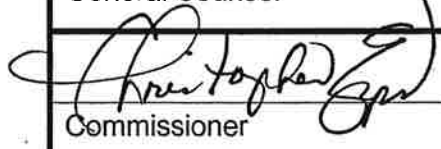
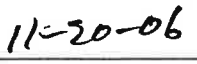
PRECEPTS:

Written policy, procedure, and practice provide for searches of facilities and inmates to control contraband and provide for its disposition. These policies are made available to staff and inmates; policies and procedures are reviewed at least annually and updated if necessary. [4-4192]

Procedures will be established by the Deputy Commissioner of Institutions to ensure the control of contraband within the Auto Shops on the grounds of MSP, CMCF and SMCI. {Reference Policy 16.07 & 16.07.01 Control of Contraband/Body Searches-Offenders}

DOCUMENTS REQUIRED:

As required by this policy and through the chain of command.

ENFORCEMENT AUTHORITY		
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions.		
Reviewed and Approved for Issuance	 General Counsel	 Date
	 Commissioner	 Date



MISSISSIPPI DEPARTMENT
OF
CORRECTIONS

POLICY NUMBER
31-04

AGENCY WIDE

CONTROL OF CONTRABAND/BODY SEARCHES -
VISITORS

INITIAL DATE
01-01-1994

ACA STANDARDS:

EFFECTIVE DATE
12-01-2013

STATUTES: 47-5-193 thru 47-5-198

RESTRICTED

PAGE 1 of 7

POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to control contraband from visitors.

DEFINITIONS:

Contraband – Any items not authorized by Mississippi Code, MDOC policy, procedure, or post order.

Identification (ID) – Valid photo identification denoting vital statistical information specific to an individual. Forms of ID include: driver's license, state ID, or Federal ID.

Visitor – Any person entering a MDOC facility who is not an authorized agency staff member, contract employee, volunteer or consultant.

Spice/Mojo – A form of contraband which is a combination of herbs; baybean (canavalia maritime), blue lotus (nymphaea carulea & nymphaea alba), lion's tail (Leonotis leonurus), Indian warrior (pedicularis densiflora), dwarf scallop (scutellaria nana), moconha brava (zornia latifolia), pink lotus (nelumbo nucifera), Siberian motherwort (leonurus sibircus), vanilla and honey, that produces some of the same effects as marijuana.

JHW-108 Synthetic Marijuana – A man-made chemical/THC variant that produces similar effects as THC except is four (4) times stronger.

Non-Intrusive Search – Search of the clothed body by technical means; manual or technical search of personal possessions the person may be carrying and any possession the person may be asked to remove, and swiping personal items, including purses, coats, identification cards or other items in a person's possession.

Body Imaging Scanner – Screening equipment for persons that generates a front and back scan simultaneously eliminating the need for repositioning and accurately reveals both metallic and non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.

Divestiture – To relinquish personal belongings for the purpose of inspection and conducting of a body image scan.

Threshold level – A numerical value that is recorded and, once exceeded, may be grounds for action (i.e., refusing or restricting a visit or proceeding with inmate discipline).

Positive reading – A positive indication of trace drug or explosive substance ions on an item, beyond the pre-set threshold value. This reading would indicate recent or current contact with a drug or

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - VISITORS		POLICY NUMBER 31-04
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 2 of 7

explosive substance.

Qualified personnel – A correctional staff member who has been trained and qualified to use the ion scanner.

Swiping – Rubbing an approved cotton cloth (swab) over an item.

PRECEPTS:

The Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections or designees will develop procedures for contraband searches of any visitor entering MDOC property. The scope of searches will include:

- Persons
- Vehicles
- Personal property
- Allowable items

Penalty for Contraband

Spice/Mojo/JHW-108 synthetic marijuana is considered contraband and is not allowed at any MDOC facility.

Those visitors detected with contraband will incur one or more of the following punitive actions:

- Confiscation
- Loss or suspension of visitation privileges
- Expulsion from MDOC property
- Arrest
- Prosecution

APPLICABILITY:

This procedure applies to all MDOC employees, offenders, and visitors.

PROCEDURES:

Facility Contraband Warnings

In accordance with each MDOC facility's physical layout, signs will be posted at facility entrances specifying those items deemed to be contraband by agency security and the subsequent penalty for violating said prohibitions. The signs will contain the following information:

Attention all Visitors and Vendors

At all times while on the grounds of the Mississippi Department of Corrections, you are subject to search of your person, vehicles, personal property, or any/all items you may have in your possession. Guns, knives, ammunition, alcohol, drugs, weapons, or any instrument or tool that may be used as a weapon or any other items declared by this

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - VISITORS		POLICY NUMBER 31-04
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 3 of 7

institution to be contraband are strictly forbidden. Contraband will be confiscated and violators will be prosecuted.

Facility Ingress

All visitors entering any MDOC facility will be subject to vehicle, person and personal effects searches by the Canine (K-9) Tactical Unit, Emergency Response Team and/or other security designations by the facility's controlling authority or designee. These searches may include the coordinated efforts of K-9 dogs trained in the detection of drugs, weapons and other contraband.

Visitor Refusal of Search

When a visitor refuses an initial search or screening by a scanning device, the visitor will:

- Not be allowed to enter the facility
- Have their visit terminated
- Have their visitor's privileges suspended

Strip Searches and/or Body Cavity Searches of Visitors

When any visitor is believed, upon reasonable suspicion, to be carrying contraband, they will be asked to consent to a strip search and/or body cavity search. Such searches must have the approval of the facility Superintendent, Warden and/or other controlling authority or designees.

Any visitor who refuses to consent to a strip search or body cavity search will be denied visitation access and will be escorted off MDOC property. The Senior Duty Officer will forward an incident report to the facility Superintendent, Warden and/or other controlling authority or designees

Strip searches of visitors will always be conducted by a supervisory employee of the same sex as the visitor being searched. The Institutional Duty Warden will forward a strip search incident report to the facility Superintendent, Warden and/or other controlling authority or designees.

Medical personnel at institutions will always conduct the same sex body cavity searches of all visitors. The results of a body cavity search and subsequent incident report will be forwarded to the facility Superintendent, Warden and/or other controlling authority or designees by the Senior Duty Officer.

Investigative Protocols for Visitor Contraband

Upon confiscation of contraband as specified by statutes 47-5-193 through 47-5-198, contraband item(s) will be handled by the least number of persons possible in order to ensure evidential integrity.

Any person(s) handling evidence will wear latex gloves.

Contraband will be secured in an evidence bag in order to establish a chain of custody.

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - VISITORS		POLICY NUMBER 31-04
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 4 of 7

Institutional staff will notify and debrief the on-call Corrections Investigation Division (CID) Investigator who will then recommend disposition of the contraband.

Private prisons, County Regional facilities and Community Work Centers will notify local law enforcement authorities.

Involved staff will detain and isolate suspect(s) without questioning them.

When more than one suspect is involved, the suspects will be isolated in separate locations.

Suspects will never be left unattended.

Upon arrival of CID or the law enforcement authorities, suspects and evidence will be surrendered to the investigating officer.

An interview with the confiscating staff member(s) will either follow immediately or be scheduled shortly thereafter.

Handicapped Visitors

Under extraordinary circumstances, handicapped visitors will be escorted to and from offender housing units for visits and will be searched by Visitation staff and by staff assigned to those units. Extraordinary circumstances may include, but not be limited to:

- Visitor's wheelchair is too large to fit on a lift
- Visitor is in need of breathing equipment
- Visitor cannot enter through the Visitation Center

Ion Spectrometry Analyzer (Ion Scanner) Procedures for Visitors

The ion scanner may be used to:

- Scan the clothing or possessions of anyone entering a correctional facility;
- Scan property brought into a correctional facility for an inmate;
- Scan the possessions, correspondence or the person of an inmate in a correctional facility; and/or
- Analyze a substance or samples taken from an article or surface obtained by a correctional officer in the performance of his or her duties.

Samples for ion spectrometry are obtained through non-invasive search techniques.

The warden will ensure staff is trained to operate the equipment according to the manufacturer's specifications.

The staff will ensure that the equipment for the ion scanner is operated and maintained per safety guidelines and the manufacturer's guidelines.

The manufacturer provides warm-up and verification procedures to ensure that the device functions accurately.

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - VISITORS		POLICY NUMBER 31-04
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 5 of 7

Response to Positive Readings on Ion Scanner

A positive reading on the ion scanner is evidence of contraband drugs or explosive substance, or contact with contraband drugs or explosive substance.

It may be used to support proceedings under MDOC policy regarding any decision to restriction/suspend an inmate's visiting privileges.

Visitation will not be denied based solely on a positive reading. The positive reading will dictate further action as indicated in SOP 31-03-01, Offender Visitation.

Body Image Scanners

The Body Image Scanner accurately reveals both metallic and non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.

The Body Image Scanner is a Single Pose system that generates a front and back body scan simultaneously.

Body Image Scanner Operators will be thoroughly trained in the use of equipment and training will be documented and in the employee's training record.

Body Image Scanner Equipment will only be operated by trained employees.

The Body Image Scanner will be operated with the following privacy protocols:

- Remote Image Operator location allowing no visual contact with the person
- Privacy walls
- Same Gender Screeners
- No archiving images

Addressing Body Image Scanner Safety Concerns

The Body Image Scanner has an ultra low radiation classified by the radiation protection groups of less than 5 uRem per scan and conform to recommendations by the National Council on Radiation Protection and Measurements (NCRP and ANSI N43.17).

The Body Image Scanner is safe for all persons regardless of age, sex, or medical conditions including children, pregnant women, medical radiation therapy patients and pacemaker wearers.

Operators will periodically perform inspections of the entire system's exterior to check for parts that may be broken, missing, worn or distorted.

Operators will ensure all lamps and signals are installed and in proper working condition while operating the scanner which includes the monitor and PC display output, Scan in Progress Lamps and Power On Indicator.

Operators will ensure warning and caution labels are affixed to the exterior of the scanner before operating the equipment to include the Service Access and High Voltage Warning Labels.

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - VISITORS		POLICY NUMBER 31-04
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 6 of 7

Operational Requirements

The Body Image Scanner generally requires three (3) operators:

- **Divestiture/Control Position Roles and Responsibilities:** Educate the person being searched, ensure personal belonging are relinquished and direct the person into the scanner.
- **System Operator Roles and Responsibilities:** Positions the person being scanned, initiates scan, and performs physical search of the person if necessary.
- **Image Operator Roles and Responsibilities:** Interprets scanned images, clears scanned persons or notes areas that require further inspection and communicates decisions to System Operators.

Under some circumstances, the system can be run by two (2) staff combining the Control Officer and System Operator responsibilities together.

These scanner positions should be rotated periodically every 20 to 30 minutes.

The Control Officer will:

- Explain the meaning of full divestiture
- Instruct the person being scanned to review the Scan Procedure displayed on the monitor
- Ensure the person's belongings are located in their line of sight to reduce the scanned person's concerns and allows the person to focus on the scan procedure
- Allow persons waiting to be scanned to observe others being scanned by the system to facilitate education of the process

Positioning for Scanning Rules for the System Operator include:

- Only one scan per person
- System Operators must model the Double Salute pose for the person being scanned. Double Salute Pose is recommended because it fixes the height of the elbows, fixes the position of the forearms within the field of view and results in more consistency in imaging
- Person must be standing at the marked location on the floor mat and looking straight ahead
- Hands must be above the head with palms facing forward
- Person must be instructed to remain still for the duration of the scan
- System Operators should use short requests such as:
 - Please stand on the mark
 - Please look straight ahead
 - Please do not move



TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - VISITORS		POLICY NUMBER 31-04
EFFECTIVE DATE: 12-01-2013	RESTRICTED	PAGE 7 of 7

- 287 • Person's heels should be lined up so that they are touching the inner edge of the footmarks
- 290
- 291 • When the person is in position, initiate the scan with a push of the button and the Scan in
- 292 Progress will turn on
- 293
- 294 • After the scan is completed, the System Operator will direct the scanned person to a
- 295 designated location and summon the next person to be scanned
- 296

297 **DOCUMENTS REQUIRED:**

298 As required by this policy and through the chain of command.

299

ENFORCEMENT AUTHORITY		
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions and Deputy Commissioner of Community Corrections.		
Reviewed and Approved for Issuance		11/21/2013
	General Counsel	Date
		11-21-2013
	Commissioner	Date





**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**SOP NUMBER
04-02-01**

AGENCY WIDE

ORIENTATION AND IN-SERVICE TRAINING

**INITIAL DATE
10-01-1997**

**ACA STANDARDS: 2-CO-1D-02, 2-CO-1D-05, 2-CO-1D-06, 2-CO-1D-07,
2-CO-1D-08, 4-4082 thru 4-4089, 4-ACRS-7B-14 thru
4-ACRS-7B-17, 4-ACRS-7B-17-01, 4-ACRS-7B-18,
4-APPFS-3A-05, 4-APPFS-3A-14 thru 4-APPFS-3A-18,
4-APPFS-3A-23,**

**EFFECTIVE DATE
08-01-2013**

STATUTES:

NON-RESTRICTED

PAGE 1 of 9

APPLICABILITY:

This procedure will apply to all Mississippi Department of Corrections (MDOC) employees.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain a planned, organized, and evaluated training and staff development program that facilitates professional development and efficient job performance through appropriate training for all employees.

DEFINITIONS:

MDOC Orientation – Forty hours initial training provided prior to all employees undertaking their assignment.

Mandatory Training – Training required by MDOC for all employees.

Specialized Training – Training provided in a special activity, field, or practice.

PROCEDURES:

Initial Orientation Training

Administration of Correctional Agencies (Central Office): Written agency policy, procedure, and practice provide that all full-time employees receive forty hours of orientation prior to job assignment [2-CO-1D-05].

Adult Correctional Institutions: Written policy, procedure, and practice provide that all new full-time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following: the purpose, goals, policies, and procedures for the facility and parent agency; security and contraband regulations; key control; appropriate conduct with offenders; responsibilities and rights of employees; universal precautions; occupational exposure; personal protective equipment; biohazardous waste disposal; and an overview of the correctional field [4-4082].

TITLE: ORIENTATION AND IN-SERVICE TRAINING		SOP NUMBER 04-02-01
EFFECTIVE DATE: 08-01-2013	NON-RESTRICTED	PAGE 2 of 9

Adult Community Residential Services: All new full-time employees receive forty hours of orientation training before undertaking their assignments. Orientation training includes, at a minimum, the following: a historical perspective of the facility, facility goals and objectives, program rules and regulations, job responsibilities, personnel policies, offender supervision, and report preparation. The employee signs and dates a statement indicating that he or she has received orientation [4-ACRS-7B-14].

Adult Probation and Parole Field Services: All new, full-time employees receive at least 40 hours of orientation before undertaking their assignments. Orientation includes at a minimum the following: orientation to the mission, goals, policies, and procedures of the agency; orientation to the working conditions and regulations; office and field safety; employees' rights and responsibilities; code of ethics; an overview of the criminal justice system; and the particular job requirements [4-APPFS-3A-05].

Adult Probation and Parole Field Services: All staff, including promoted or reassigned staff, receive the training necessary to ensure that they possess the requisite knowledge, skills and abilities before assuming assigned duties [4-APPFS-3A-14]

Adult Probation and Parole Field Services: Officers are trained in self defense techniques that are authorized by the agency. Training addresses the use of equipment authorized by the agency [4-APPFS-3A-23]

Administration of Correctional Agencies (Central Office): Written policy, procedure, and practice specify training and staff development requirements for all employees. This training shall, at a minimum, include the following:

- fire and emergency procedures
- safety procedures
- interpersonal relations
- communication skills
- sexual harassment

The sophistication level and amount of training should be based on the employees' need to know and their job assignments [2-CO-1D-02].

All MDOC employees will receive 40 hours of orientation training before undertaking their assignments. Orientation training will include, at a minimum, the following:

- Orientation to the purpose, goals, policies, and procedures of the institution and parent agency
- Working conditions and regulations;
- Employees' rights and responsibilities;
- Human immunodeficiency
- Virus/Acquired immunodeficiency Syndrome Awareness
- Bloodborne Pathogens
- Overview of the correctional field
- Fire and emergency procedure
- Safety procedures

TITLE: ORIENTATION AND IN-SERVICE TRAINING		SOP NUMBER 04-02-01
EFFECTIVE DATE: 08-01-2013	NON-RESTRICTED	PAGE 3 of 9

- Interpersonal relations
- Report writing
- Communication skills
- Sexual harassment

An annual assessment will be conducted by the MDOC Training Director to ensure that the sophistication level and the amount of training is based on all MDOC employees' need to know, job assignments, job tracks, and organization needs.

Training will be delivered through a blended format to include Instructor led, Online, Virtual, and On-the-Job Training (OJT).

The Training Department will provide enough opportunities for all employees to receive training in HIV/AIDS Awareness and Bloodborne Pathogens on an annual basis.

Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome Awareness training will be conducted during In-Service Training and Annual Refresher Training.

This training will be part of the employee's 16 or 40 hour annual training requirement.

Training history reports are disseminated to supervisors on a quarterly basis. The schedule is as follows:

1. **March (within the first week of the month)**
2. **June (within the first week of the month)**
3. **September (within the first week of the month)**
4. **December (within the first week of the month)**

Administrative and Managerial Employees

Administration of Correctional Agencies (Central Office): **Written policy, procedure, and practice provide that all administrative and managerial staff receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter, in areas relevant to their position [2-CO-1D-07, Revised – 2006 Supplement].**

Adult Correctional Institutions: **Written policy, procedure, and practice provide that all administrative and managerial staff receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter, in areas relevant to their position [4-4083].**

Adult Community Residential Services: **All administrative, managerial, and professional staff receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter, in areas relevant to their position [4-ACRS-7B-15].**

TITLE: ORIENTATION AND IN-SERVICE TRAINING		SOP NUMBER 04-02-01
EFFECTIVE DATE: 08-01-2013	NON-RESTRICTED	PAGE 4 of 9

Adult Probation and Parole Field Services: All newly appointed supervisors and managers receive 40 hours of supervisory training within one year of their appointment. This training covers at a minimum the following areas: supervisory skills, general management; labor law; employee-management relations; relationships with other service agencies, and evidence based practices for effective offender intervention. Forty hours of relevant training is received each year thereafter [4-APPFS-3A-15].

All administrative and managerial personnel will be required to receive 40 hours of training during the first year of employment in addition to the 40 hours of new employee orientation. They will be required to receive 40 hours of training each year thereafter. This training will cover, at a minimum, the following areas:

- general management
- labor law
- employee-management relations
- criminal justice system
- relationships with other service agencies

Correctional Officer Training

Adult Correctional Institutions: Written policy, procedure, and practice provide that all new correctional officers receive 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:

- security and safety procedures
- emergency and fire procedures
- supervision of offenders
- suicide intervention/prevention
- use of force
- offender rights
- key control
- interpersonal relations
- communications skills
- standards of conduct
- cultural awareness
- sexual abuse/assault intervention
- code of ethics

Additional topics may be added at the discretion of the agency or facility [4-4084]

Adult Correctional Institutions: Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall include at a minimum the following areas:

- standards of conduct/ethics
- security/safety/fire/medical/emergency procedures
- supervision of offenders including training on sexual abuse and assault

TITLE: ORIENTATION AND IN-SERVICE TRAINING		SOP NUMBER 04-02-01
EFFECTIVE DATE: 08-01-2013	NON-RESTRICTED	PAGE 5 of 9

- use of force

Additional topics shall be included based upon a needs assessment of both staff and institution requirements [4-4084-1].

Adult Community Residential Services: **Written policy, procedure, and practice provide that all new offender care workers receive 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:**

- security and safety procedures
- emergency and fire procedures
- supervision of offenders
- suicide intervention/prevention
- use of force
- offender rights
- key control
- interpersonal relations
- communication skills
- standards of conduct
- cultural awareness
- sexual abuse/assault intervention
- code of ethics

Additional topics may be added at the discretion of the agency or facility [4-ACRS-7B-17].

Adult Community Residential Services: **Written policy, procedure, and practice provide that all offender care workers receive at least 40 hours of annual training. This training shall include at a minimum the following areas:**

- standards of conduct/ethics
- security/safety/fire/medical/emergency procedures
- supervision of offenders including training on sexual abuse and assault
- use of force

Additional topics shall be included based upon a needs assessment of both staff and institution requirements [4-ACRS-7B-17-1].

New correctional officers will be required to complete 40 hours of new employee orientation during the first week of employment.

They will then be required to complete 120 hours of Corrections Academy training in the following three weeks; this training will be completed prior to being assigned a security post.

The next phase will consist of 160 hours of On-the-Job Training (OJT) to be conducted by their assigned work area.

Thereafter, they will be required to receive 40 hours of training each subsequent year of employment and is referred to as "Annual Refresher." This training will cover, at a minimum, the following areas:

TITLE: ORIENTATION AND IN-SERVICE TRAINING		SOP NUMBER 04-02-01
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- 225 • sexual harassment
- 226 • security procedures
- 227 • offender supervision
- 228 • suicide prevention and precautions
- 229 • signs of suicide risk
- 230 • use of force regulations and tactics
- 231 • report writing
- 232 • offender rules and regulations
- 233 • rights and responsibilities of offenders
- 234 • fire, safety and emergency procedures
- 235 • key control
- 236 • sexual abuse/assault
- 237 • code of ethics
- 238 • Interpersonal Relations
- 239 • social/cultural lifestyles of the offender populations
- 240 • communications skills
- 241 • first aid/CPR
- 242 • counseling techniques
- 243 • cultural diversity
- 244 • firearms training
- 245 • human immunodeficiency virus/acquired immunodeficiency syndrome awareness
- 246 • bloodborne pathogens
- 247 • policies and procedures (Incorporated into appropriate lesson plan for above courses)
- 248 • crisis intervention
- 249 • legal issues

250
251 Annual Refresher is required of all employees in Correctional Officer job classes each
252 subsequent year after employment. Annual Refresher is also required for Correctional
253 Supervisors (Lieutenants) Correctional Commanders (Captains).

254
255 Correctional Field Officers are required to annually attend 40 hours of Interpersonal Skills
256 training as defined by the Director of Training.

257
258 Correctional Officers and Administrators, who are MDOC Training Academy graduates and are
259 being rehired following a break from service not in excess of one year, may be exempt from
260 academy attendance at the discretion of the Director of Training.

261
262 Correctional Administrators who are hired from non-MDOC sources may be required to attend a
263 modified academy program.

264
265 **Professional Specialist and Support Staff (Regular or Daily Offender Contact)**

266
267 *Administration of Correctional Agencies (Central Office):* **Written policy, procedure, and**
268 **practice provide that all support employees who have regular or daily contact with**
269 **inmates receive forty hours of training in addition to orientation training during their first**
270 **year of employment and forty hours of training each year thereafter [2-CO-1D-06].**

TITLE: ORIENTATION AND IN-SERVICE TRAINING		SOP NUMBER 04-02-01
EFFECTIVE DATE: 08-01-2013	NON-RESTRICTED	PAGE 7 of 9

Adult Correctional Institutions: Written policy, procedure, and practice provide that all professional specialist employees who have inmate contact receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter [4-4085].

Adult Correctional Institutions: Written policy, procedure, and practice provide that all support employees who have regular or daily contact with inmates receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter [4-4086].

Adult Probation and Parole Field Services: All probation/parole officers and other professional employees receive 40 hours of training as soon as possible after their appointment but no later than one year, and 40 hours of training each year thereafter [4-APPFS-3A-17].

All professional specialist and support employees (medical personnel, case managers, chaplains, teachers, warehouse personnel) who have regular or daily contact with offenders will receive 40 hours of training in addition to orientation training during the first year of employment and 40 hours of training each year thereafter.

Clerical/Support Staff

Administration of Correctional Agencies (Central Office): Written policy, procedure, and practice provide that all employees who have minimal contact with inmates receive sixteen hours of training in addition to orientation training during their first year of employment and sixteen hours of training each year thereafter [2-CO-1D-08].

Central Office employees who have minimal contact with offenders will receive 16 hours of training in addition to the required new employee orientation training during their first year of employment and 16 hours of training each year thereafter.

Adult Correctional Institutions: Written policy, procedure, and practice provide that all clerical/support employees who have minimal contact with inmates receive 16 hours of training in addition to orientation training during their first year of employment and 16 hours of training each year thereafter [4-4087].

Adult Community Residential Services: All clerical/support employees receive sixteen hours of training, in addition to their orientation training, during the first year of employment and sixteen hours of training each year thereafter [4-ACRS-7B-16].

Adult Probation and Parole Field Services: All clerical/support employees receive 16 hours of training during their first year of employment and at least 16 hours of training each year thereafter [4-APPFS-3A-16].

All clerical/support employees who have minimal contact with offenders will receive 16 hours of training in addition to the required new employee orientation training during their first year of employment and 16 hours of training each year thereafter.

TITLE: ORIENTATION AND IN-SERVICE TRAINING		SOP NUMBER 04-02-01
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Part-time and Contract Employees

Adult Correctional Institutions: All part-time staff and contract personnel receive formal orientation appropriate to their assignments and additional training, as needed [4-4088].

Adult Community Residential Services: All part-time staff, volunteers, and contract personnel receive formal orientation appropriate to their assignments and additional training, as needed [4-ACRS-7B-18].

Adult Probation and Parole Field Services: All part-time employees working less than 35 hours per week receive training appropriate to their assignment [4-APPFS-3A-18].

Part-time staff, volunteers and contract personnel will receive formal orientation appropriate to their assignments and additional training as needed.

Specialized Emergency Unit Training

Adult Correctional Institutions: Written policy, procedure, and practice provide that correctional officers assigned to an emergency unit have at least one year of corrections and 40 hours of specialized training before undertaking their assignments. Other staff must have at least one year of experience in their specialty within a correctional setting. The specialized training may be part of their first year training program. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 of which are specifically related to the emergency unit assignment [4-4089].

Correctional staff assigned to any specialized or emergency units will have at least one year of experience as a correctional officer. Prior to undertaking an assignment, the employee must receive 40 hours of specialized training. Special unit members will receive training in and maintain certification in the following:

- pressure point control tactics (PPCT)
- PPCT knife defense
- use of chemical agents and treatment for exposed individuals
- first aid/CPR
- use of firearms
- hostage negotiations
- self-defense and use of force regulations
- emergency procedures

The specialized training may be part of the employee's first-year training program. Members of specialized units will receive 40 hours of training annually and at least 16 of these hours will be specifically related to the special unit assignment.

Training of Non-MDOC Personnel

Upon request, non-MDOC personnel may be granted training slots if space is available. The Director of Training will coordinate all requested training sessions for non-MDOC personnel. The Training Department will maintain appropriate records.

TITLE: ORIENTATION AND IN-SERVICE TRAINING		SOP NUMBER 04-02-01
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Receiving Credit for Training

All training, whether formal or informal, will be documented on the appropriate form (s) supplied by the Training Department and submitted to the Training Branch Director or designee within five (5) working days of completion on the training event to be loaded in the Training Data Base.

Employees subscribed to E-Learning Licenses will complete a minimum of ten (10) training hours of on-line study annually in order to maintain subscriptions.

Upon completion of an on-line course, a copy of the certificate is sent to the respective training office with the individual's Personal Identification Number (PID) in the top right corner.

All requests for a Flex-Training license will be submitted to the Central Office Training Department via email or fax. Under normal circumstance, within 24 to 48 hours of receiving the request, access to Flex-Training will be available.

All E-Learning discrepancies will be emailed or called into the Central Office Training Department for handling.

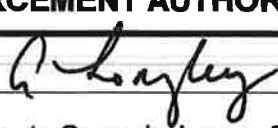

DOCUMENTS REQUIRED:


Training Roster

Orientation Tracking and Confirmation Form

Flex-Training Student ID Request Form

As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		7/14/13
	Deputy Commissioner of Institutions	Date
		07/17/13
	Deputy Commissioner of Community Corrections	Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS	SOP NUMBER 16-02-01
		INSTITUTIONS AGENCYWIDE
SECURITY CONTROL CENTER		INITIAL DATE
ACA STANDARDS: 4-4175		EFFECTIVE DATE 12-01-2009
STATUTES:	RESTRICTED	Page 1 of 4

APPLICABILITY:

This procedure applies to all Mississippi Department of Corrections employees who are assigned duties in Control Centers or who are responsible for Control Center functions.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain a Control Center.

DEFINITIONS:

Control Center - A post that will be staffed 24 hours a day, 7 days a week and will monitor and be responsible for maintaining the offender count and coordination of internal and perimeter security. The area should serve as the facility's communication center and be equipped with a computer capable of accessing Offendertrak.

Count Control Officer - An officer who is responsible for maintaining count and ensuring that count adjustments resulting from offender transfers are documented in the appropriate logs.

Certified Count - Counts conducted and reported to the Control Center at 2400 hours, 0800 hours and 1600 hours. An additional certified count will be conducted at 1500 hours on visiting days and reported to the appropriate Control Center.

PROCEDURES:

Adult Correctional Institutions: Space is provided for a 24-hour continuously staffed secure control center for monitoring and coordinating the institution's security, life, safety, and communications systems. Staff assigned to a control center have access to a toilet and washbasin. There is a communication system between the control center and inmate living areas [4-4175...Added: 2008 Standards Supplement].

Control Centers will be staffed 24 hours a day. Access to Control Centers will be limited to staff who have business in the Center and are approved by the Shift Supervisor or Area Warden.

The Facility's Controlling Authority or designee will ensure that an inventory of OC spray and chemical agents are accessible in each Area Control Center for emergency situations.

TITLE: SECURITY CONTROL CENTER		SOP NUMBER 16-02-01
EFFECTIVE DATE: 12-01-2009	RESTRICTED	PAGE 2 of 4

Communication between Control Center and Offender Living Area

Telephones, portable radios and intercoms will provide communication between Control Centers and offender living areas.

Monitoring Facility Alarms

Control Center staff will be responsible for monitoring all alarms located in the Center.

In the event of alarm activation, it will be the responsibility of Control Center staff to immediately alert the Area Shift Supervisor.

Monitoring and Logging Radio Traffic

Control Center staff assigned as Radio Operators will monitor and control all radio traffic within their area of responsibility.

Radio Operators will use the ten-dash code when transmitting and will maintain a log of incoming radio traffic to the Control Center.

Control Center staff will monitor and check all communications systems, emergency signal system, and assigned equipment at the beginning of each shift and record this information in the appropriate log.

Maintaining/Documenting Counts and Offender Movement

Control Center staff assigned as Count Control Officers will be responsible for maintaining counts and documenting offender movement.

Certified Counts will be made at 2400 hours, 0800 hours and 1600 hours and reported to the Control Center.

On visiting days, an additional Certified Count will be conducted at 1500 hours and will also be reported to the appropriate Control Center.

Count Control officers will be responsible for ensuring that count adjustments resulting from offender transfers are documented in the appropriate logs.

Control Center staff will provide a copy of all transfers to Inmate Locator on a daily basis.

Monitoring Emergency Telephone

Control Center staff will monitor the emergency telephone at all times.

Control Center telephone staff will ascertain the name and telephone number of the caller, name of persons involved, nature and location of emergency and type assistance requested.

TITLE: SECURITY CONTROL CENTER		SOP NUMBER 16-02-01
EFFECTIVE DATE: 12-01-2009	RESTRICTED	PAGE 3 of 4

All emergency calls will be reported to the Shift Supervisor immediately and documented on an Emergency Number Report.

PBX Operators

Control Center staff designated as PBX Operators will monitor consoles at all times.

Operators will be responsible for routing outgoing and incoming calls.

Prior to connecting any calls, the Area Shift Supervisor will authorize any calls to and from personnel assigned to restricted areas.

Incoming emergency calls concerning offenders will be routed to the Chaplain's Office or Chaplain on duty.

National Crime Information Center (NCIC) Operators

Control Center NCIC Operators will monitor the NCIC at all times.

NCIC access will be limited to operators certified by the Terminal Agency Coordinator and monitored by the Mississippi Justice Information Center (MJIC).

NCIC operators will maintain accurate records as required by MJIC.

Key Control

Control Center staff will maintain an accurate inventory of all Control Center keys and will ensure that only authorized personnel are issued keys.

Personnel Notification

Control Center staff will be required to notify specified personnel concerning emergencies and/or incidents.

Situations which warrant activation of the Emergency Operations Center (EOC) will require notification of those designated staff members whose names and numbers are listed on the Emergency Plan Manual's EOC activation list.

Special Instructions for Control Center Staff

- Maintain a list of employee telephone numbers and update as necessary
- Contact local law enforcement agencies when necessary and as advised by the Watch Commander, Duty Warden or Superintendent
- Notify the Watch Commander of any alarm or trouble signal from any of the monitoring systems (fire alarms, fence alarms, etc.)

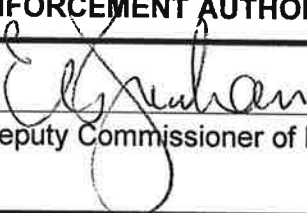
TITLE: SECURITY CONTROL CENTER		SOP NUMBER 16-02-01
EFFECTIVE DATE: 12-01-2009	RESTRICTED	PAGE 4 of 4


- 132 • Be responsible for any additional duties as might be assigned or as dictated by Post
 133 Orders.
 134

135 THE OFFICER WILL AT NO TIME SURRENDER THE POST TO ANY OFFENDER OR
 136 GROUP OF OFFENDERS UNDER ANY CIRCUMSTANCES!!
 137

138 **DOCUMENTS REQUIRED:**
 139

140 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		11/17/09
	Deputy Commissioner of Institutions	Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS		SOP NUMBER 16-06-01
			AGENCY WIDE INSTITUTIONS
OFFENDER COUNT		INITIAL DATE 05-01-2004	
ACA STANDARDS: 4-4187 thru 4-4189		EFFECTIVE DATE 01-01-2009	
STATUTES: 47-5-111, 47-5-116		RESTRICTED	Page 1 of 7

APPLICABILITY:

This procedure applies to all Mississippi Department of Corrections employees in Institutions, County Regional Facilities and Private Prisons.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain an accurate count and monitor/supervise all internal and external offender movement.

DEFINITIONS:

Certified Counts – Counts conducted at shift change and other specified times of the day and night that are verified in writing by two or more staff members on a certified count slip.

Formal Counts – Scheduled institutional counts that are logged in Unit Registers for forwarding to the Area Control Centers.

Informal Counts – Unscheduled counts that are taken between formal and certified counts to ensure offender accountability and disrupt patterns which would enable offenders to time escapes.

Emergency Counts – A certified count requested by the designated Shift Supervisor during which all offenders are returned to their respective housing units and the institution is placed on lockdown status.

Out Count – A certified, formal or informal count taken outside the facility or away from the assigned housing unit.

Primary Worksite – A worksite inside a secure perimeter.

Designated Work Detail – Work details that are outside of a secure perimeter.

Unit Register – A log used to document routine information and all events that occur within the housing unit or primary worksite on a continuous 24-hour basis.

Worksite Count Roster – A roster used at primary worksites to document counts and times thereof.

TITLE: OFFENDER COUNT		SOP NUMBER 16-06-01
EFFECTIVE DATE: 01-01-2009	RESTRICTED	Page 2 of 7

PROCEDURES:

Adult Correctional Institutions: The institution has a system for physically counting inmates. The system includes strict accountability for inmates assigned to work and educational release, furloughs, and approved temporary absences [4-4187].

Adult Correctional Institutions: Written policy, procedure, and practice provide that staff regulate inmate movement [4-4188].

Adult Correctional Institutions: Written policy and procedure govern the transportation of inmates outside the institution and from one jurisdiction to another [4-4189].

Count Schedules

The 2400-Hour certified count will require all offenders to be present in their unit and in their respective bunks.

The only exceptions to this rule will be:

- Emergency situations with the designated Shift Supervisor or designee's authorization
- Documentation of official transfers
- Offenders who are working in authorized support functions at the facility

Certified Counts

At every shift change

Formal Counts

0100 hours
0200 hours
0300 hours
0400 hours
0500 hours
0600 hours
1000 hours
1200 hours
1400 hours
1800 hours
2000 hours
2200 hours
2300 hours

Informal Counts

Informal counts will be unscheduled and will be conducted periodically.

TITLE: OFFENDER COUNT		SOP NUMBER 16-06-01
EFFECTIVE DATE: 01-01-2009	RESTRICTED	Page 3 of 7

Out Counts

Out counts will be conducted by work supervisors at worksites in accordance with institution/facility formal or certified schedules.

General Protocol

Staff – All count documents (i.e., count sheets, worksites count roster) will be prepared by staff and verified by the designated Supervisor's signature in conjunction with appropriate dates and times before being utilized in the count process.

Offender movement and talking will be terminated during the count procedure.

Simultaneous Count – All institutional offenders will be counted at the same time regardless of their location.

Emergency Situation – Nothing short of a critical event/emergency will be allowed to interfere with or disrupt an institutional count.

Offender Prohibition – Under no circumstances will an offender ever be permitted to conduct any part of an institutional count.

Body Count – Staff will ensure that a living, breathing, human body is being counted; not hair, clothing, shoes or a dummy substitute.

Night Counts – When appropriate, flashlights will be used during night counts to ensure that a dummy is not being counted.

Recount – When a doubt exists concerning count validity, staff will automatically recount. A roll call will never substitute for a recount.

Recount Reporting – All recounts will be reported to the designated Shift Supervisor immediately. In and Out Counts will be required to equalize and confirm total unit counts.

Housing Unit Count – A minimum of two (2) staff members will be required to conduct a valid count in a closed unit (i.e., housing unit).

- While using a count roster, one (1) staff member will conduct an initial count while the second (2nd) officer observes the process and ensures there is no offender movement.
- The officers will then exchange responsibilities and positions and repeat the same process. After the second count cycle is complete, the officers will compare counts to confirm the count is correct.

Work Details - One (1) staff member may count offenders assigned to designated work details except during Certified Counts (i.e., offenders on a tractor, cutting grass outside of a perimeter, or on a maintenance detail away from the compound).

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Primary Worksites Counts (i.e., Maintenance, Canteen, Warehouse, Inmate Construction, Laundry, or Auto Shop) will never be made by one (1) officer or staff member.

- This includes Minimum custody offenders.
- Staff conducting counts at primary worksites will require offenders to be placed in a double line.
- No offender movement or talking will be permitted.
- At least two (2) staff members will then conduct the count as previously specified.
- A worksite count roster will be used to document these counts and times thereof.
- These counts will be called into the designated Control Center and documented in the worksite's Unit Register.

An up-to-date register will be maintained at all primary worksites. This register will include the documentation of all previous counts, offender movement and all other pertinent information regarding worksite operations.

Maximum Security or Single Cell Units – All offenders will be counted in their cells during the first and third watch. During the second watch, it will not be necessary for all offenders to be in their cells during formal/informal counts. However, all movement will stop until the count has cleared. Again, two (2) officers will be required to count and their count totals must match.

Open Bays – Offenders will be required to be on their own assigned bunks.

Personnel at designated Control Centers will be responsible for the following count tasks:

- Receiving counts
- Regulating counts
- Verifying counts
- Maintaining count documentation files
- Ensuring around-the-clock accountability of all offenders within the given area
- Tabulating in counts and out counts as they pertain to one unit so as to ensure that the in count and out count equals the total unit count
- Clarifying counts and population checks and providing the institution with a system to physically count offenders. This process will include those offenders assigned to furloughs, out counts and other temporary absences from the institution.

Count Chain of Command

Each facility's controlling authority or designee will ensure that each area or unit has a count supervisory chain of command as specified in written post orders.

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Post orders will establish:

- The minimum rank of officers (Shift Supervisors) required to be present during the conducting and clearing of each area/unit's count Monday through Friday
- Supervisory count staff (Shift Supervisors) for weekends and holidays
- Control identification of the supervisory count staff (Shift Supervisors) when calling in certified counts
- Control documentation of supervisory count staff (Shift Supervisors) on the count sheet
- Shift Supervisor verification and signing of the count sheet for their respective area
- Shift Supervisors will participate in a minimum of one (1) housing unit count per shift
- Shift Supervisors will rotate housing units each shift to ensure all housing unit counts are periodically monitored
- An Incident Report will be required specifying any circumstances that prevent a Shift Supervisor from completing this duty assignment
- Facility Shift Supervisor or designee verification and signing of each respective count document
- Immediate count discrepancy resolution between designated Shift Supervisors
- Subsequent notification of all involved staff

Count Destinations

All locations will be directed to call in their counts to a designated central location

Each facility's controlling authority or designee will ensure a count destination is specified in written post orders.

Certified Count Processing

- There will be no offender movement during a certified count.
- After calling in certified counts, staff members will immediately prepare and distribute the certified count slips.
- The designated Shift Supervisor will verify and ensure that the Certified Count sheet and certified slips are correct.

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- The designated Control Center(s) will forward count slips and count sheets within one and one half (1½) hours to the facility's specified designation.
- Count slips will serve as written documentation of the telephone count.
- The facility's security designees will provide a report of each count to the designated Shift Supervisor
- The designated Shift Supervisor will be responsible for verifying the correctness of the institutional count (i.e., all offenders are present or accounted for).
- Upon verification that the institutional count is correct and clear, the Shift Supervisor will have all Control Centers or units notified accordingly.
- Designated Control Centers will notify the units in their area that the count is clear.
- Normal offender movement will resume only after the count is officially cleared by a facility's designated security authority.

Out Count Procedures

The designated Housing Unit Officer will use the Unit Register to keep a running total of the offenders in the building. Through use of offender ID cards and roster, the officer will account for offender movement. Examples of areas where an offender would be considered on an out count are as follows:

- Infirmary
- Vocational
- Educational
- Work details

The Unit Register will reflect the following information for inmate out count procedures:

- Name
- Number
- Destination
- Type of activity or reason for out count
- Requesting staff member
- Time of departure
- Time of return

Off grounds Work Crew/Site Supervisors will conduct an out count of all offenders under their supervision in accordance with procedures for formal and certified count schedules. This out count will be reported to the designated Control Center.

Out counts for other than routine daily running of the institution will be approved by the Warden or designee.

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270 Staff Accountability

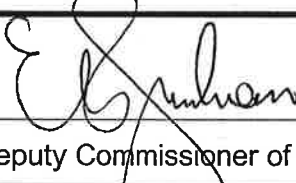
271
272 Any employee who fails to comply with count procedures will be subject to disciplinary action.

273
274 Offender Accountability

- 275
276 • Offenders who disrupt counts will be issued a Rule Violation Report
- 277 • If an offender is in the wrong count area, he will be escorted to the correct count area
- 278 • The officer in that area will count again and recall the count.
- 279 • The offender will be issued a Rule Violation Report for violations of count procedures.

280
281 DOCUMENTS REQUIRED:

282
283 As required by this procedure and through the chain of command

ENFORCEMENT AUTHORITY	
Reviewed and Approved for Issuance	
	Deputy Commissioner of Institutions
	12/12/08 Date



**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**SOP NUMBER
16-06-02**

**AGENCY WIDE
INSTITUTIONS**

OFFENDER TRANSPORT

**INITIAL DATE
06-13-1983**

ACA STANDARDS: 4-4188, 4-4189, 4-4414

**EFFECTIVE DATE
08-01-2014**

STATUTES: 47-5-111, 47-5-116

RESTRICTED

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APPLICABILITY:

This procedure applies to all employees involved in the movement and transportation of offenders.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain an accurate count and to monitor/supervise all internal and external offender movement.

DEFINITIONS:

Institution – For the purposes of this procedure, institution will include any MDOC Institution, Private or County Regional Facilities, Community Work Centers (CWCs), Restitution Centers and Joint State/County Work Programs.

Offender Transport – The movement of an offender from one point to another either by walking or by mechanized vehicle.

Intra-Facility Offender Transport – The movement of offenders within the perimeter of a MDOC facility.

Inter-Facility Offender Transport – The movement of offenders outside the perimeter of a MDOC facility.

Mass Transport – Simultaneous movement of at least twelve (12) or more offenders.

Offender Locator – MDOC department responsible for gathering offender population data.

Movement Sheet – A document published daily by Inmate Locator that contains data showing the receipt, discharge, and transfer of offenders in and out of the custody of MDOC, as well as all internal transport of offenders among the facilities of MDOC, county jails, private facilities, or any type of temporary release.

Transfer – An official document authorizing the transport of an offender from one location to another location.

Unit Register – An official record that denotes, among other correctional management functions, all internal and external offender movement.

Minimum Custody – This is a minimum custody that affords the offenders a more relaxed atmosphere and an extension of social privileges.

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Medium Custody – A custody status where offenders have displayed a desire to be considered responsible and have progressed to the point where they do not need constant supervision or security control in the performance of work assignments.

Close Custody – This custody requires close supervision where the offender must be under constant security control at all times. This is the highest level of general population.

Death Row – Offenders committed to the Mississippi Department of Corrections under a sentence of death will be classified as “Death Row” prisoners and housed in a unit deemed appropriate by the Commissioner of Corrections.

Full Restraints – Waist chain with handcuffs and leg irons (supplemental restraints such as a black box or restraint gear tubes attached to the full restraint may be used as additional restraint protection).

Air Transportation – An air medical transport with qualified health personnel and equipment available to provide constant attention to the medical needs of an offender.

PROCEDURES:

OFFENDER TRANSPORT – GENERAL

Adult Correctional Institutions: **Written policy, procedure, and practice provide that staff regulate inmate movement [4-4188].**

Only staff will control and/or supervise any offender movement from one location to another.

Adult Correctional Institutions: **Written policy and procedure govern the transportation of inmates outside the institution and from one jurisdiction to another [4-4189].**

Transport of Male and Female Offenders

- Male and Female offenders may ride in the same vehicle
- Are to be kept separate at all times when in the same vehicle
- There must be a male and female transportation officer

Inmate Locators will publish a Daily Movement Sheet that will reflect the following transport actions:

- Offender arrivals and departures
- Unit assignment changes
- Internal transfers
- Transport between external units
- Arrivals and departures from external units
- Capacity of internal and external units
- Total population of internal and external units

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TRANSFERS

Transfers are to be submitted to Transport staff within 48 hours prior to the offender being transported.

Permanent transfers will be entered in the Unit Control Room computer/Offendertrak.

When permanent transfer assignments are made within or from the institution, the Transportation Officer will make every effort to ensure that offenders' working files, medical files, medications and personal property are transported from the releasing unit/facility to the receiving unit/facility.

Transfers will be required for the following transport actions:

- Movement to and from the Classification Department
- Inter-facility transport
- Intra-facility transport
- Movement to and from Parole Board hearings
- Corrections Investigation Division interviews
- Attorney visits
- Special visits
- Any non-routine movements

For the transport actions above, but not limited to, an Offender Data Sheet and Transfer form is to be provided to the transportation officer when an offender is being transported.

Transfer Mass Movement Releases may be used to denote the transport of large groups of offenders (i.e., six or more offenders) that include, but are not limited to:

- Law library appointments
- Sick call appointments
- Pre-approved recreational events
- School programs participation/attendance

Prohibitions

Personal vehicles will never be used to transport offenders.

Armed escorts engaged in moving or transporting offenders will never make nor allow personal contact with any offender.

Offenders will not be transferred to another facility without their medical files.

Exceptions will be authorized by the receiving facility.

TRANSPORTATION OFFICERS

Transportation Officers will comply with the following:

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- Possess a valid driver's license in order to operate any MDOC vehicle
- Meet appropriate weapon qualification standards
- At least one (1) Transportation Officer will be of the same sex as the offender(s) being transported off grounds
- One (1) Transportation Officer (at a minimum) will strip search, restrain and load all offenders to be transported while the other officer witnesses all activity
- Ensure working files and medical files are transported with offenders
- In vehicles equipped with seatbelts, ensure staff and offenders adhere to the seatbelt laws of the state
- Ensure that all offenders are properly restrained in accordance with custody level

Transportation Officer – Inspection of Vehicle

Prior to transporting offenders, Transportation Officers will:

- Conduct a vehicle inspection and complete a Vehicle Trip Inspection Checklist prior to departure
- Conduct a communication equipment check to ensure proper working order
- Secure all vehicle doors prior to vehicle movement
- Prior to loading offenders, inspect vehicle for contraband
- Search vehicle for contraband upon return
- Remove all refuse
- Refuel vehicle if applicable
- Return key and vehicle logs to the Transportation Office

Transportation Officers – Security Reports

Transportation Officers will:

- Obtain, maintain and distribute Transfer Release Forms or Body Receipts (if applicable) to Security Control, releasing staff, receiving staff, and to the entrance gates and Area Control Center (when applicable)
- Verify offender count prior to departure and upon arrival at their destination
- Only make vehicle stops at intended destinations, except in an emergency
- Contact their office or security control center any time the vehicle makes a stop for any reason
- Contact their respective office or security control center when they reach their destination and prior to departure from that location

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- Conduct a strip search on any offender that leaves the sight of the supervising officer or that has been in the custody of other officers during transport and is returned for transport

Offender Prohibitions for Vehicular Transport

- Sitting next to an armed officer
- Moving around in vehicle while in transit
- Shouting and/or exhibiting any form of boisterous behavior
- Smoking
- Eating or drinking
- Signaling to free world citizenry
- Making phone calls
- Having or making contact with any non-authorized person
- Other aberrant behavior as specified in the MDOC Inmate Handbook

Low Visibility/Inclement Weather Movement

Based upon the security and safety of both staff and offenders, each Facility's Controlling Authority or designee will determine the extent and degree of transport that will be allowed in circumstances of extreme low visibility or inclement weather.

INTRA-FACILITY TRANSPORT

The following will be adhered to when moving offenders inside institutional grounds:

- Offender custody level will determine the degree of staff supervision required during offender movement on institutional grounds.
- Offenders may be restrained when being transported outside their unit and/or facility's security perimeter during any internal activity as designated by the Superintendent/Warden.
- Only minimum custody offenders will be permitted to ride in the driver compartment of the transporting vehicle.

Minimum Custody Offenders

Individual Minimum custody offenders and work crews may be transported within the perimeters of the institution by security staff or non-security employees.

Mass transport in an approved security vehicle may require two (2) unarmed officers and may have one (1) armed officer in an escort vehicle at the discretion of the Superintendent/Warden or designee.

Mass transport of minimum custody offenders will be supervised, controlled or coordinated by the Transportation Director, Unit Administrator, Work Supervisor and/or Area Shift Supervisor.

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Medium Custody Offenders

Security personnel will transport medium custody offenders. Movement of twelve (12) or more medium Custody offenders will require two (2) security personnel.

Mass transportation in an approved security vehicle (i.e., bus, van) may not require the offenders to be restrained individually (i.e., work crews).

The Superintendent/Warden will determine situations where one (1) armed officer is required in the transporting vehicle.

If an armed officer is required, one officer will secure the vehicle keys and weapons and stand no closer than twenty (20) feet from and in full view of the offenders and officer during loading and off loading.

Officers as designated by the Superintendent/Warden will supervise mass transport of medium custody offenders in a vehicle or by foot escort when inside of the security perimeter.

Close Custody

Remain under the constant and close supervision of at least two (2) security staff.

During loading and off loading, one officer will secure the vehicle keys and weapons and stand no closer than twenty (20) feet from and in full view of the offenders and officer.

Death Row, High Risk and Administrative Segregation Offenders

Require full utilization of restraint gear when being transported for any reason.

Remain under the constant and close supervision of at least two (2) security staff.

During loading and off loading, one officer will secure the vehicle keys and weapons and stand no closer than twenty (20) feet from and in full view of the offenders and officer.

Transport of Unclassified Offenders

Movement of less than twelve (12) unclassified non-restrained offenders at Central Mississippi Correctional Facility may be made inside the secured perimeter on foot or in a vehicle with a minimum of one (1) unarmed officer.

Movement of twelve (12) or more offenders will require two (2) or more officers (the Superintendent/Warden or designee may require restraints).

INTER-FACILITY TRANSPORTATION

All offenders being transported off institutional grounds from MDOC Institutions, Private or County Regional Facilities will be transported in yellow jumpsuits and in full restraints.

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All custody offenders being transported on the Centralized Transportation Routes will be strip searched and placed in yellow jumpsuits provided by the releasing facility and/or unit security staff during the out-processing to another facility.

Offenders arriving from another facility and/or unit will be strip searched and placed in appropriate custody clothing. The Superintendent/Warden or designee will designate staff responsible for conducting strip searches.

The receiving facility will return the yellow jumpsuits to the transferring facility.

Death Row Offenders will be strip searched by the Transportation Officer and remain in red jumpsuits.

The releasing facility security staff will inventory all offender property including allowable property in storage. All property that is not considered contraband will be transported with the offender.

All MDOC Institutions will have at least one (1) approved security vehicle equipped with a separate isolation cage.

Transport of Death Row, High Risk and Long Term Segregation Offenders

High Risk and Long Term Segregation offenders must be transported in an approved security vehicle that is equipped with a separate isolation cage.

If the facility does not have a vehicle equipped with a separate isolation cage, High Risk and Long Term Segregation offenders must be transported in an approved security vehicle without other offenders (one offender per vehicle).

Only the Commissioner or designee serving in the capacity of Commissioner may approve/authorize High Risk and Long Term Segregation offenders to be transported with other offenders in a vehicle that is not equipped with a separate isolation cage.

Death Row offenders will always be transported in an approved security vehicle without other offenders.

In all circumstances, transporting Death Row, High Risk, and Long Term Segregation offenders require the utilization of leg irons and waist chains.

In all circumstances, transporting Death Row, High Risk and Long Term Segregation requires two (2) armed officers in an approved security vehicle and one (1) armed officer in an escort vehicle.

K-9 personnel will service as security escort for Death Row offenders unless an exception is authorized by the Commissioner or designee serving in the capacity of Commissioner.

Death Row, High Risk and Long Term Segregation offenders must be under constant and close supervision at all times.

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During loading and unloading of offenders, the armed officer will secure all keys (restraints and vehicle) and stand twenty (20) feet from the offenders to directly observe all activity.

Transport of Close Custody Offenders

Close Custody offenders must be transported in an approved security vehicle and remain under constant and direct supervision of two (2) security employees of which one (1) will be armed with a MDOC approved weapon.

During loading and unloading, the armed officer will secure all keys (restraints and vehicle) and stand no closer than (20) feet from the offenders to directly observe all activity.

Transporting twelve (12) or more Close Custody offenders will require an escort vehicle with one (1) armed security employee.

Transport/Movement of any number of Close Custody offenders requires the utilization of waist chains and leg irons.

Offenders of the opposite sex may be moved and/or transported together provided they are not seated together (i.e., one sex in front, the other in rear). An officer of the same sex must accompany the offenders.

Publicity related to the inter-facility transport of offenders will be kept to a minimum. Employees will not give MDOC offenders prior notification of any type of movement and/or transfer.

Employees will not give the public prior notification of any type of MDOC offender movement and/or transfer.

Compliance with this procedure will improve security staff ability to prevent offenders from escape attempts and from introducing contraband into MDOC facilities and/or housing units.

Transport of offenders off institutional grounds will require a Transfer Release Form.

Routine movement of offenders outside the institution will be made in MDOC, Private Correctional Company or Regional Correctional Facility vehicles, and designated medical emergency vehicles except when otherwise authorized in writing by the Commissioner or designee.

The Director of Transportation may issue cellular phones to officers when traveling off institutional grounds.

Movement of less than twelve (12) general population offenders may require two (2) officers in the vehicle, one (1) of which may be unarmed.

At the discretion of the Superintendent and/or Warden, mass movement of twelve (12) or more general population offenders may require two (2) armed officers in a transporting vehicle with one (1) armed officer in an escort vehicle.

Movement of Administrative Segregation, High Risk, or Death Row offenders will require two (2) armed officers in an approved security vehicle with one (1) armed officer in an escort vehicle.

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OFFENDER TRANSPORT TO COURT

Designated Records staff will be responsible for entering an alert within Offendertrak once an "Order for Offender Transport to Court" is received.

The alert will include the date, time, and location of the court appearance. This is an additional step in processing Orders for Offender Transport to Court and does not eliminate existing procedures/steps.

ENTRY FIELD IN OT	DATA TO ENTER
ACTIVE	Select Y
ALERT TYPE	Select Offender Transport to Court
SOURCE	Click on External and Select Court or applicable agency
DATE FROM	Enter the date alert created, date you are entering data
REVIEW DATE	Enter the date the offender is to appear in court
REMARKS	Enter date & time, hit enter key & enter location on the next line. Additional information can be entered, but date/time/location must be entered first, so that the Remark column on the right will clearly reflect the date and time.

The court date is to be entered in **both** the "Review Date" box and the "Remark" Box. Be certain to enter the date/time/location as specified above.

Transportation staff at each state, private and regional correctional facility will contact the responsible Records Department at their location, no later than thirty (30) minutes to the close of business, to verify next day transports have been scheduled. The Records staff at each facility will ensure that a designated Records staff is in the office until 1700 hours.

Transportation staff will be responsible for arriving at court at least thirty (30) minutes prior to the designated time of court.

Facility Transportation staff will be responsible for removing the alert once the transport is completed.

All state, private, and regional prisons will be **required** to have a primary back-up vehicle and qualified, on-duty staff designated to immediately initiate un-anticipated transport of offenders should the need arise. If the primary backup is mobilized, the facility is required immediately to designate another backup vehicle with designated qualified, on-duty staff to provide the transport. The activation of the backup vehicle and designated qualified staff requires designation of another vehicle and qualified on-duty staff for transport of offenders.

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MDOC Correctional Officer's Official Dress will be worn for all court appearances. (Reference Policy 03-28-01, Staff Grooming & Dress Standards)

TRANSPORT OF OFFENDERS WITH MEDICAL CONDITIONS

Qualified medical personnel will determine the mode of transportation of all offender medical transports off grounds and notify staff by indicating specific instructions on the offender Health Information Transfer Form received by the transporting staff.

Transport of disabled offenders on and off facilities grounds will be made in an appropriately equipped vehicle to meet the medical needs of offender.

Qualified medical personnel will utilize full restraint gear when transporting any offender on and/or off the institutional grounds unless usage impedes a medical condition as verified in writing by qualified medical personnel.

Offenders will never be left unsecured without some form of mechanical restraints (i.e., handcuffs, leg irons or waist chains).

When relinquishing custody of an offender to any other agency or private security officer, the offender must remain in restraints.

At no time will any MDOC employee release custody of an offender that is not properly restrained.

Offenders returning from an off-site medical facility are to be strip searched upon arrival back at the facility.

Emergency Medical Transportation

Anytime an offender is transported out-of-state for medical reasons, the MDOC Chief Medical Officer is to be consulted prior to the offender being transported.

If it is determined an offender needs to be transported out-of-state for medical emergencies, the Chief Medical Officer will contact the appropriate Deputy Commissioner and it will be determined whether the transport is to be done by MDOC vehicle, authorized emergency vehicle or air transportation, and to what facility or hospital the inmate is to be sent.

The appropriate Deputy Commissioner will notify the Commissioner of Corrections of transports of this matter.

If an offender is required to travel by air transportation, the officer may not be allowed to accompany the offender.

Arrangements will be made for security staff to be present upon the offender arriving at the medical facility.

MDOC, Private Correctional Company or Regional Correctional Facility escort vehicle will be used at the discretion of the Facility's Controlling Authority.

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Authorized emergency vehicles may be used to transport offenders off MDOC grounds for medical reasons.

Emergency medical ground (ambulance) transports of offenders to off site emergency rooms require two (2) MDOC officers, one of which must be armed. The armed officer will serve as a security escort. The unarmed officer will enter the ground transport (ambulance) to provide direct security supervision.

Off-Site Security of Offenders Admitted to Hospitals

- Minimum Custody Offenders – Require an unarmed MDOC security officer and/or an unarmed contractual security officer.
- Medium Custody and Unclassified Offenders – Require an unarmed MDOC officer and/or another unarmed MDOC security officer or contractual security officer. The Superintendent/Warden or person acting in their capacity; based on their review of all medium custody offender's institutional behavior, criminal history and length of sentence, will determine if an armed MDOC officer is required for off-site medical security. The armed officer will not have direct contact with the offender.
- Close Custody Offenders – Require an armed MDOC officer and one unarmed MDOC security officer or contractual security officer. The armed officer will not have direct contact with the offender.
- Death Row – Superintendent or designee will determine the appropriate armed security. However, in all cases K-9 and ERT officers will be required to assist with security.
- High Risk and High Risk STG Offenders – Require two MDOC officers, of which one will be armed. The armed officer will not have direct contact with the offender. The Superintendent or designee may require K-9 and ERT to assist with security.

Removal of Restraint Gear for Medical Procedures

Restraint gear may be removed in accordance with MDOC Policy 16-15, Use of Restraints, and applicable standard operating procedures.

Non-Emergency Medical Transportation

Adult Correctional Institutions: Nonemergency offender transfers require the following:

- health record confidentiality is to be maintained.
- summaries, originals, or copies of the health record accompany the offender to the receiving facility. Health conditions, treatments, and allergies should be included in the record.
- determination of suitability for travel based on medical evaluation is made, with particular attention given to communicable disease clearance.
- written instructions regarding medication or health interventions required en route should be provided to transporting officers separate from the medical record.
- specific precautions (including standard) are to be taken by transportation officers (for example, masks or gloves).

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A medical summary sheet is required for all inter- and intra-system transfers to maintain the provision of continuity of care. Information included does not require a release of information form [4-4414].

When transporting offenders off grounds for non-emergency medical purposes, the following documents are to be placed in a folder and given to the transportation officer:

- Offendertrak Offender Data Sheet
- Transfer Release

OFFENDER TRANSPORT – COUNTY JAILS

All offenders transported from any county jail will be strip searched and provided a yellow jumpsuit by the Transportation Office prior to departure and strip searched upon arrival at the institution by designated unit staff.

When an offender is transferred for permanent assignment from a county jail, the Transportation Director or designee will notify the County Sheriff's Office of allowable offender property that can be transported with the offender.

All other personal property will be considered contraband and will not be transported.

INTRA AND INTER-FACILITY TRANSPORT

The Institutional Superintendent/Warden or designee will authorize offender transport for work details both within and outside facility grounds.

The offender's custody level will determine how offenders will be transported and supervised on or outside facility grounds for work details.

Prior to transporting, offenders will be frisk-searched at a minimum.

All work supervisors will have communications or telecommunications equipment.

Intra-Facility Work Details

Minimum Custody Offenders

Less than twelve (12) offenders may be transported by one (1) security or non-security employee.

Mass movement of offenders will be supervised, controlled or coordinated by the Warden or designee, Unit Administrator and/or Work Supervisor.

Medium Offenders

Medium Custody offenders outside the perimeter must have direct/constant supervision.

Less than twelve (12) offenders transported in an approved vehicle will require one (1) unarmed officer and one (1) armed officer.

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Mass movement of offenders will require one (1) or more unarmed officers with one (1) or more armed officers.

Close Custody Offenders

Any number of offenders working inside the unit perimeter must have direct and constant supervision.

Inter-Facility Work Details

Minimum Custody Offenders

Less than twelve (12) offenders require one (1) unarmed officer or MDOC approved work supervisor in the transporting vehicle.

Mass movement of offenders will require one (1) or more unarmed officers.

Medium Custody Offenders

Less than twelve (12) offenders will require one (1) unarmed officer and one (1) armed officer.

Mass movement of offenders will require two (2) or more unarmed officers with one (1) or more armed officers in an escort vehicle.

Regimented Inmate Discipline (RID)

Less than twelve (12) offenders may be transported by two (2) unarmed officers.

Mass transport of offenders will be supervised, controlled or coordinated by the facility Warden or designee or Work Supervisor.

VEHICLE BREAKDOWN AND/OR EMERGENCY PROCEDURES

Vehicle Malfunction

- The driver will attempt to position vehicle out the main flow of traffic.
- Immediately contact the institution and/or local law enforcement via radio or phone.
- The armed officer will exit the vehicle and position himself at a safe distance from the vehicle to provide maximum visibility of the vehicle and the surroundings.
- The unarmed officer will remain with the offenders.
- Offenders will not be removed from vehicle until assistance arrives except in emergency situations requiring immediate evacuation.
- If the vehicle cannot be repaired at the location, offenders will be transported to the nearest MDOC facility or county jail.

TITLE: OFFENDER TRANSPORT		SOP NUMBER 16-06-02
EFFECTIVE DATE: 08-01-2014	RESTRICTED	PAGE 14 of 14

- Contact the Facility Unit Shift Supervisor immediately with all necessary information.

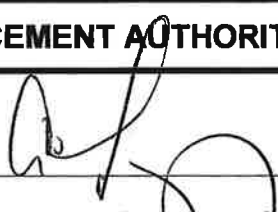
EMERGENCY

Officers will adhere to the following in the event of an emergency:

- Immediately contact the Mississippi Highway Patrol, County Sheriff's Department or the local law enforcement agency via radio or phone.
- State the nature of the emergency, present location and number of staff and offenders aboard.
- If it is not necessary to evacuate offenders, officers will wait until assistance has arrived and proper security is provided prior to unloading the vehicle.
- If the vehicle requires immediate evacuation, officers will obtain all weapons, exit the vehicle and position themselves at a safe distance that will provide maximum visibility of the vehicle and the surrounding area.
- Offenders will be evacuated from the vehicle and placed in a sitting position on the ground allowing the armed officer full view of the offenders.
- All restraints will be left on all offenders.
- Restraints will only be removed if medical personnel make that determination.
- Extreme caution and care will be exercised in evacuating offenders that appear to be seriously injured to ensure no further injuries are inflicted.

DOCUMENTS REQUIRED:

As required through this procedure and through the chain of command.

ENFORCEMENT AUTHORITY	
Reviewed and Approved for Issuance	
	Deputy Commissioner of Institutions
	7/15/14 Date



MISSISSIPPI DEPARTMENT
OF
CORRECTIONS

SOP NUMBER
16-07-01

INSTITUTIONS

CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS

INITIAL DATE
12-01-2006

ACA STANDARDS: 4-4192 thru 4-4194

EFFECTIVE DATE
02-01-2016

STATUTES: 47-5-193

RESTRICTED

PAGE 1 of 10

APPLICABILITY:

This procedure applies to all employees of Mississippi Department of Corrections (MDOC) that transport, supervise or otherwise come in contact with offenders.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections to control contraband.

DEFINITIONS:

Contraband – Any items(s) that is not authorized by MDOC.

Body/Personal/Pat/Frisk Searches – Hands on tactile search of a clothed offender (minus pocket contents, shoes and outer garments) for the purpose of discovering and confiscating contraband.

Body Imaging Scanner – Screening equipment for persons that generates a front and back scan simultaneously eliminating the need for repositioning and accurately reveals both metallic and non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.

Divestiture – To relinquish personal belongings for the purpose of inspection and conducting of a body image scan.

Strip Search – A visual search/examination of a disrobed offender by a minimum of two (2) staff members in a location restricted from the visual observation of non-involved MDOC staff and/or other persons.

Visual Offender Body Cavity Search with Genital Examination – A visual search/examination of a disrobed offender by a minimum of two (2) staff members in a location restricted from the visual observation of non-involved MDOC staff and/or other persons that requires offenders to bend over, turn, raise arms, lift genitals, spread the buttocks, run hands through their hair, and open mouth.

Body Cavity Search – A contraband search involving the insertion of a probe into an offender's body cavity that is conducted exclusively by qualified medical personnel in private.

General Search – A group search of offenders (i.e., unit zone) which can include personal property, living areas and/or persons

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES - OFFENDERS		SOP NUMBER 16-07-01
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Reasonable Suspicion – The detection of suspect facts, circumstances and/or behavior that may prompt an officer to believe that an offender may be concealing contraband in or on their person and/or MDOC property.

Narcotic Canine Searches – Offender body, property and living area searches conducted by narcotic detection dogs under the supervision of trained MDOC Canine (K-9) staff.

Spice/Mojo – A form of contraband which is a combination of herbs; baybean (canavalia maritime), blue lotus (nymphaea carulea & nymphaea alba), lion's tail (Leonotis leonurus), Indian warrior (pedicularis densiflora), dwarf scallop (scutellaria nana), moconha brava (zornia latifolia), pink lotus (nelumbo nucifera), Siberian motherwort (leonurus sibircus), vanilla and honey, that produces some of the same effects as marijuana.

JHW-108 Synthetic Marijuana – A man-made chemical/THC variant that produces similar affects as THC except is four (4) times stronger.

Non-Intrusive Search – Search of the clothed body by technical means; manual or technical search of personal possessions the person may be carrying and any possession the person may be asked to remove, and swiping personal items, including purses, coats, identification cards or other items in a person's possession.

Threshold level – A numerical value that is recorded and, once exceeded, may be grounds for action (i.e., refusing or restricting a visit or proceeding with inmate discipline).

Positive Reading – A positive indication of trace drug or explosive substance ions on an item, beyond the pre-set threshold value. This reading would indicate recent or current contact with a drug or explosive substance.

Qualified Personnel – A correctional staff member who has been trained and qualified to use the ion scanner.

Swiping – Rubbing an approved cotton cloth (swab) over an item.

PROCEDURES:

Adult Correctional Institutions: Written policy, procedure, and practice provide for searches of facilities and inmates to control contraband and provide for its disposition. These policies are made available to staff and inmates [4-4192].

The function of MDOC facility searches are to:

- Locate contraband
- Prevent escapes
- Maintain security and control
- Evaluate fire and safety hazards
- Protect staff and offenders
- Maintain sanitary and housekeeping conditions
- Prevent altercations

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General Search Rules

When possible, an offender should be given an order outside the presence of other offenders.

Once an offender has refused to follow an order by staff, the officer should not confront the offender without informed assistance.

The officer(s) asked to assist in carrying out an order should be aware the offender's earlier refusal to comply.

Whenever possible, an offender should be isolated from a group of offenders before attempting to enforce an order.

For example, an offender should be called into the hallway to turn over contraband rather than confronted in the housing unit with other offenders.

Additionally, orders should be given to the offender when carrying out the process of retrieving the contraband.

If an officer knows contraband will be retrieved, do not give the offender time to plan his/her response/attack unnecessarily by giving the offender a warning that you are going to come and take the contraband.

General search rules include:

- All searches will be reasonable and related to the legitimate security needs and/or obligations of the institution
- Unannounced and unscheduled searches will be conducted of MDOC offenders, to include their persons, property, living and work areas.
- Unannounced and unscheduled searches of the CMCF Youthful Offender Unit (YOU) will be periodically conducted by CMCF K-9/ERT staff. During these times, youthful offenders will not be present on the housing unit. The entire search will be video recorded. In the event that contraband is found in a youthful offender's assigned bunk area, the confiscation will be video recorded and documented. The accused youthful offender will then be questioned regarding the contraband by appropriate staff assigned to the Youthful Offender Unit in private.
- All staff conducting searches will be trained in effective search techniques that provide protection from bodily harm for both staff and offenders.
- All vacant cells and living areas will be searched prior to offender occupancy.
- All staff involved in the conduct of searches will avoid whenever possible the use of unnecessary force, and the provocation of undue offender embarrassment and/or indignity. Whenever feasible, staff will use non-intensive sensors or alternate techniques.
- MDOC staff will respect offender's personal property during searches of offender personal

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effects.

- Staff use of approved mechanical devices will occur only when necessitated by security and safety considerations.
- Property, pat/frisk and general searches may be conducted at any time.

General Area Searches

- Searches will be coordinated through the Shift Supervisor of higher authority.
- Searches will target housing units, work areas, classrooms, storage warehouse areas and all other MDOC property.
- When possible, the supervisor of an area being searched will be present during the search.
- Search areas will be left in an orderly manner.
- Reports will be generated that include all pertinent information specific to detected contraband and/or search circumstances.

Adult Correctional Institutions: Written policy, procedure, and practice provide that, except in emergency situations, visual inspections of inmate body cavities are conducted by officers of the same sex, in private, and based on reasonable belief that the inmate is carrying contraband or other prohibited material. Reasonable belief is not required when inmates return from contact with the general public or from outside the institution. In all cases, this inspection is conducted by trained personnel [4-4194].

Visual Body Cavity Search With Genital Examination Searches as defined will be conducted routinely as offenders are entering or leaving their housing units and/or institution/facility for or after appointments, appearances, emergency transfers, and physical contacts with visitors or attorney's and/or for probable cause.

Adult Correctional Institutions: Written policy, procedure, and practice provide that manual or instrument inspection of body cavities is conducted only when there is reason to do so and when authorized by the warden/superintendent or designee. The inspection is conducted in private by health care personnel or correctional personnel trained by health care personnel [4-4193].

Body Cavity Searches as defined will be conducted when there is reasonable suspicion or evidence that an offender is concealing contraband within a body cavity. Offenders will be searched in a sanitary manner and in a sanitized and approved location exclusively by offsite medical personnel.

Reasonable Suspicion Searches will be initiated at the discretion of employees who supervise or otherwise come in contact with offenders. When there is reasonable suspicion that an offender has contraband, is planning an escape, and is involved in an illegal activity or assault

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and/or any other rules violation, MDOC employees will conduct or request the appropriate search.

Narcotic Canine Searches will be implemented during general searches whenever information, evidence or suspicion indicates the probability of contraband drugs/paraphernalia. All requests for narcotic detection dogs will be approved by the Warden or official acting in capacity of the Warden and the Administrator of the K-9 Unit. The staff requestor will be responsible for processing reports and all other search documentation.

Strip Search

- A Lieutenant or higher authority or designee will approve all strip searches for contraband detection/confiscation.
- Staff will exercise a proper attitude and follow professional search techniques when conducting body/personal searches.
- Offenders will be informed of body/personal searches.
- Offenders will be subjected to the least amount of touching as possible without jeopardizing security considerations.
- Offenders will be strip-searched during the out-processing for transfer to another correctional facility and during intake upon arrival at another correctional facility.
- Offenders may be strip-searched when there is reasonable suspicion, return from visitation, reclassification from administrative detention, escapee return or after participation in a disturbance. A Correctional Supervisor or Commander, of the like gender of the offender, will be required to observe strip searches following offender visitation.
- Incident Reports will document circumstances and search results.

Frisk/Pat Search Usage

A frisk/pat search consists of:

- the removal of outer protective clothing
- the emptying of pockets
- the physical search of an offender
- screening by any device that does not require disrobing
- the inspection of papers, bags, books, or other items being carried

Frisk/Pat searches of male offenders may be conducted by staff of either sex; female offenders will only be frisk/pat searched by female staff. These searches may be utilized in the following instances:

- Whenever staff feels they are warranted
- When offenders enter or exit their unit for any reason

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- After visitation
- When offenders are being transported from one location to another
- For probable cause

Ion Spectrometry Analyzer (Ion Scanner) Procedures for Offenders

The ion scanner may be used to:

- Scan the clothing or possessions of inmates at a correctional facility;
- Scan inmate property within a correctional facility;
- Scan the possessions, correspondence or the person of an inmate in a correctional facility; and/or
- Analyze a substance or samples taken from an article or surface obtained by a correctional officer in the performance of his or her duties.

Samples for ion spectrometry are obtained through non-invasive search techniques.

The Warden will ensure staff is trained to operate the equipment according to the manufacturer's specifications.

The staff will ensure that the equipment for the ion scanner is operated and maintained per safety guidelines and the manufacturer's guidelines. The manufacturer provides warm-up and verification procedures to ensure that the device functions accurately.

Response to Positive Readings

A positive reading on the ion scanner is evidence of contraband drugs or explosive substance, or contact with contraband drugs or explosive substance.

It may be used to support proceedings under MDOC policy regarding any decision to restriction/suspend an inmate's visiting privileges.

Body Image Scanners

The Body Image Scanner accurately reveals both metallic and non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.

The Body Image Scanner is a Single Pose system that generates a front and back body scan simultaneously.

Body Image Scanner Operators will be thoroughly trained in the use of equipment and training will be documented and in the employee's training record.

Body Image Scanner Equipment will only be operated by trained employees.

The Body Image Scanner will be operated with the following privacy protocols:

- Remote Image Operator location allowing no visual contact with the person
- Privacy walls

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- Same Gender Screeners
- No archiving images

Addressing Body Image Scanner Safety Concerns

The Body Image Scanner has an ultra low radiation classified by the radiation protection groups of less than 5 uRem per scan and conform to recommendations by the National Council on Radiation Protection and Measurements (NCRP and ANSI N43.17).

The Body Image Scanner is safe for all persons regardless of age, sex, or medical conditions including children, pregnant women, medical radiation therapy patients and pacemaker wearers.

Operators will periodically perform inspections of the entire system's exterior to check for parts that may be broken, missing, worn or distorted.

Operators will ensure all lamps and signals are installed and in proper working condition while operating the scanner which includes the monitor and PC display output, Scan in Progress Lamps and Power On Indicator.

Operators will ensure warning and caution labels are affixed to the exterior of the scanner before operating the equipment to include the Service Access and High Voltage Warning Labels.

Operational Requirements

The Body Image Scanner generally requires three (3) operators:

- Divestiture/Control Position Roles and Responsibilities: Educate the person being searched, ensure personal belonging are relinquished and direct the person into the scanner.
- System Operator Roles and Responsibilities: Positions the person being scanned, initiates scan, and performs physical search of the person if necessary.
- Image Operator Roles and Responsibilities: Interprets scanned images, clears scanned persons or notes areas that require further inspection and communicates decisions to System Operators.

Under some circumstances, the system can be run by two (2) staff combining the Control Officer and System Operator responsibilities together.

These scanner positions should be rotated periodically every 20 to 30 minutes.

The Control Officer will:

- Explain the meaning of full divestiture
- Instruct the person being scanned to review the Scan Procedure displayed on the monitor

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- Ensure the person's belongings are located in their line of sight to reduce the scanned person's concerns and allows the person to focus on the scan procedure

- Allow persons waiting to be scanned to observe others being scanned by the system to facilitate education of the process

Positioning for Scanning Rules for the System Operator include:

- Only one scan per person
- System Operators must model the Double Salute pose for the person being scanned. Double Salute Pose is recommended because it fixes the height of the elbows, fixes the position of the forearms within the field of view and results in more consistency in imaging
- Person must be standing at the marked location on the floor mat and looking straight ahead
- Hands must be above the head with palms facing forward
- Person must be instructed to remain still for the duration of the scan
- System Operators should use short requests such as:
 - Please stand on the mark
 - Please look straight ahead
 - Please do not move
- Person's heels should be lined up so that they are touching the inner edge of the footmarks
- When the person is in position, initiate the scan with a push of the button and the Scan in Progress will turn on
- After the scan is completed, the System Operator will direct the scanned person to a designated location and summon the next person to be scanned

Confiscation Transfer and Disposition of Evidence

The Corrections Investigation Division (CID) will accept evidence Monday through Friday from 8:00 a.m. to 5:00 p.m. (normal working hours).

An on-call CID Investigator will be contacted to receive or recommend disposition of all potential criminal evidence and/or contraband seized after normal working hours.

All evidence and/or contraband seized after normal working hours that may be used in offender disciplinary proceedings will be:

- Stored in a secure location
- Documented with a Rule Violation Report (RVR)
- Relinquished to the Disciplinary Department on the next working day

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All contraband items not specifically remanded to CID custody and control will be surrendered with appropriate RVR documentation to the Area Disciplinary Department.

All contraband obtained during search and seizures not resulting in Rule Violation Reports will be tagged properly and surrendered to the Unit Administrator for disposition.

Contraband Items

The following contraband items will be remanded to the Institutional CID staff upon confiscation:

- Narcotics (illegal and prescription)
- Alcohol (bonded or homemade)
- Weapons and munitions (homemade shanks or free-world) to include any unassembled parts and any weapon used in an assault
- U.S. Currency or any negotiable instrument (i.e., checks, money orders, credit cards and or other related paraphernalia)
- Unauthorized electronic or electrical devices, recorders, televisions, tattoo guns (assembled or in part)
- Tools (manufactured or homemade)
- Documentary evidence to include gang paraphernalia, escape plans, and items denoting fraternization (i.e., letters, greeting cards, free-world items not available through canteen)
- Keys
- Spice/Mojo/JHW-108 synthetic marijuana
- Cell phones and cell phone related accessories confiscated from offenders housed in Community Work Centers, Private Facilities and Regional Facilities are to be forwarded to the Corrections Investigation Division (CID) Office located at the Central Office. Items confiscated at the State Institutions are to be forwarded to the Institutional CID Office. The confiscated items along with the appropriate documentation for each item are to be forwarded immediately or after final disciplinary action. Any item needed for criminal prosecution should be forwarded upon completion of prosecution unless otherwise directed by the prosecutor.
- Any items not stated above that warrant a CID investigation to determine its origin, use, and source.


The confiscation of personal offender property will be documented on a Non-Allowable Items Receipt in conjunction with the offender's required signature. This form will accompany the contraband to storage and/or disposition.

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424 Contraband will never be taken home by any employee for personal utilization. Employees who
 425 utilize contraband for personal reasons will be subject to disciplinary action and/or criminal
 426 prosecution.

427
 428 **DOCUMENTS REQUIRED:**

- 429
 430 Incident Report
 431 Rule Violation Report
 432 Non-Allowable Items Receipt
 433 Chain-of-Custody
 434 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY	
Reviewed and Approved for Issuance	
	Deputy Commissioner of Institutions
	02/01/16 Date



**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**SOP NUMBER
16-18-01**

AGENCY WIDE

CONTROL OF CONTRABAND/BODY SEARCHES - STAFF

**INITIAL DATE
01-15-1999**

ACA STANDARDS: 2-CO-3A-01

**EFFECTIVE DATE
12-01-2013**

**STATUTES: 47-5-10, 47-5-191, 47-5-192, 47-5-193,
47-5-195, 47-5-198, 97-31-35**

RESTRICTED

PAGE 1 of 8

APPLICABILITY:

This procedure applies to all employees of the Mississippi Department of Corrections.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to control contraband from staff through the use of searches.

DEFINITIONS:

Contraband – Any item(s) that is not authorized by MDOC.

Property Search – Search of employee personal property brought onto institutional/facility grounds including, but not limited to vehicles, lunch boxes, purses, coats and jackets.

Reasonable Suspicion – Suspicion supported by facts and circumstances which lead an employee of ordinary caution to believe that an employee is concealing contraband in or on his body, in his possession or in his vehicle.

Pat-Down or Frisk Search – The search of a fully clothed person conducted for the purpose of discovering contraband.

Body Imaging Scanner – Screening equipment for persons that generates a front and back scan simultaneously eliminating the need for repositioning and accurately reveals both metallic and non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.

Divestiture – To relinquish personal belongings for the purpose of inspection and conducting of a body image scan.

Strip Search – A visual search of the employee's nude body, conducted by officers of the same sex as the employee being searched, in a private place, out of the view of persons other than those conducting the search.

Body Cavity Search – A search in which a probe is made inside a body cavity conducted by medical personnel only.

Spice/Mojo – A form of contraband which is a combination of herbs; baybean (canavalia maritime), blue lotus (nymphaea caerulea & nymphaea alba), lion's tail (Leonotis leonurus), Indian warrior (pedicularis densiflora), dwarf scallop (scutellaria nana), moconha brava (zornia

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latifolia), pink lotus (nelumbo nucifera), Siberian motherwort (leonurus sibircus), vanilla and honey, that produces some of the same effects as marijuana.

JHW-108 synthetic marijuana – A man-made chemical/THC variant that produces similar affects as THC except is four (4) times stronger.

Non-Intrusive Search – Search of the clothed body by technical means; manual or technical search of personal possessions the person may be carrying and any possession the person may be asked to remove, and swiping personal items, including purses, coats, identification cards or other items in a person's possession.

Threshold Level – A numerical value that is recorded and, once exceeded, may be grounds for action (i.e., refusing or restricting a visit or proceeding with inmate discipline).

Positive Reading – A positive indication of trace drug or explosive substance ions on an item, beyond the pre-set threshold value. This reading would indicate recent or current contact with a drug or explosive substance.

Qualified Personnel – A correctional staff member who has been trained and qualified to use the ion scanner.

Swiping – Rubbing an approved cotton cloth (swab) over an item.

PROCEDURES:

Administration of Correctional Agencies (Central Office): There are written agency policies that cover, at a minimum, the following:

- security
- correctional officer assignments
- patrol and inspection
- use of restraints
- security equipment
- control center operations
- permanent log maintenance
- count procedures
- contraband control [2-CO-3A-01].

Search Notification

Each Mississippi Department of Corrections facility will place a notice stating that persons gaining admittance to the facility grounds are subject to a search of the vehicle, any contents therein, and the persons within. This notice will be placed at each entrance in a conspicuous location.

Searches of employees and their property by trained narcotic detection dogs may be conducted at any time.

Spice/Mojo/JHW-108 synthetic marijuana is considered contraband and is not allowed at any MDOC facility.

TITLE: CONTROL OF CONTRABAND/BODY SEARCHES-STAFF		SOP NUMBER 16-18-01
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Property Search of Employees

A search of employee personal property brought onto institutional/facility grounds may be conducted to include, but not limited to vehicles, lunch boxes/containers, purses, coats and jackets.

Employees will be allowed to possess the following items upon entering their job site and while traveling to and from the job site while on MDOC property:

- Twenty dollars \$20.00 (***any more money will be secured in personal vehicle***)
- Food sufficient for no more than two (2) meals and a clear plastic drinking cup (***maximum 16 oz cup***)
- Food items that are wrapped in clear plastic or in a clear plastic zip lock bag
- Prescription medication and/or appropriate personal hygiene items (***medication must be in original bottle or packet***)
- Two (2) quarts of water, juice, or soda (***unopened and clear container***)
- Coffee/Tea may be allowed for brewing if in a clear plastic container or clear plastic zip lock bag
- Umbrella (***during inclement weather, compact models only***)
- A clear back pack (***issued by MDOC***)
- A clear empty plastic container for the consumption of food

All items must fit in the MDOC issued back pack and meet the above requirements which will allow visual inspection by assigned staff.

Prohibitions on the job site within the institution's inner perimeter:

- Reading items to include magazines, newspapers, books, periodicals, etc (***other than reading material necessary for job duties***)
- Canned or glass items
- Pocket knives or pen knives (***regardless of blade***)
- Personal electronic devices, cellular telephones, or components and accessories (***excluding state issued***) any exceptions must be approved via the chain of command
- Duffel/gym bags/back packs/extra clothing (***excluding rain gear, jackets and/or coats***)
- Containers of any kind which are not clear or plastic

Carry-out food purchased from a location off the institution's grounds must be in a clear plastic container or clear plastic zip lock bag.

Pat-Down /Frisk Search of Employees

A search of a fully clothed person may be conducted at any time to prevent the introduction of contraband or any other illegal item into any MDOC facility.

The person being searched may be required to empty his pockets, purse, or any other area where items may be stored or carried, in order for these items to be searched for contraband.

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The person conducting the search will be of the same sex as the staff being searched and will use his/her hands to touch the person being searched, through his clothes, in such a manner to determine if something is being concealed.

A search may be conducted by a female staff member if the male staff member gives consent.

Strip Searches of Employees

Strip searches of employees may be conducted upon the express written authorization of the appropriate Institutional Superintendent/Community Corrections Director or designee.

Such searches must be conducted in private, out of the view of others, by two (2) staff members of the same sex as the employee being searched, with one (1) of the employees conducting the strip search being at least one (1) rank higher than the employee being searched.

The employee may be required to bend over, squat, turn around, raise his arms, run his hands through his hair and/or open his mouth for inspections (the foregoing list is exemplary, not exclusive).

The employee's clothing may be thoroughly searched prior to returning them to the employee.

Strip searches may be conducted by appropriate prison officials only if there is a reasonable suspicion that an employee of the MDOC has any illegal or prohibited item or contraband on his person, possession or in his vehicle.

In order to justify a strip search under the reasonable suspicion standard, such prison officials must point to specific objective facts in light of their experiences.

Only officers of the rank of a Warden or above are authorized and allowed to point to any specific objective facts and draw any such rational inferences as a means of justifying a strip search of any employee of the MDOC under the reasonable suspicion standard as mentioned herein.

Under no circumstance is an officer whose rank is less than a Warden, authorized or allowed to point to any specific objective facts and draw any such rational inferences as a means of justifying a strip search of any employee of the MDOC.

Random strip searches of employees are prohibited. If an employee refuses to be searched, the employee will be subject to appropriate disciplinary action by the MDOC.

Body Cavity Searches of Employees

Body cavity searches of employees may be conducted only upon the express written authorization of the appropriate Institutional Superintendent/Community Corrections Director or designee.

Such searches must be conducted in the institutional infirmary/hospital or a private place, out of the view of others, by two (2) members of the medical staff of the same sex as the employee

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being searched, with one (1) of the employees conducting the strip search being at least one (1) rank higher than the employee being searched.

Body cavity searches may be conducted by appropriate prison officials only if there is a reasonable suspicion that an employee of the MDOC has any illegal or prohibited item or contraband on his person, possession or in his vehicle.

In order to justify a body cavity search under the reasonable suspicion standard, such prison officials must point to specific objective facts and rational inferences that they are entitled to draw from those facts in light of their experiences.

Only officers of the rank of a Warden or above are authorized and allowed to point to any specific objective facts and draw any such rational inferences as a means to justify a body cavity search of any employee of the MDOC under the reasonable suspicion standard as mentioned herein.

Under no circumstance is an officer whose rank is less than a Warden, authorized or allowed to point to any specific objective facts and draw any such rational inferences as a means of justifying a body cavity search of any employee of the MDOC.

Ion Spectrometry Analyzer (Ion Scanner) Procedures for Employees

The ion scanner may be used on staff or their property only with authorization of the Superintendent or person acting in the capacity of the Superintendent.

The ion scanner may be used to:

- Scan the clothing or possessions of anyone entering a correctional facility;
- Scan property brought into a correctional facility;
- Scan the possessions, correspondence or the person staff at a correctional facility; and/or
- Analyze a substance or samples taken from an article or surface obtained by a correctional officer in the performance of his or her duties.

Samples for ion spectrometry are obtained through non-invasive search techniques.

The warden will ensure staff is trained to operate the equipment according to the manufacturer's specifications.

The staff will ensure that the equipment for the ion scanner is operated and maintained per safety guidelines and the manufacturer's guidelines. The manufacturer provides warm-up and verification procedures to ensure that the device functions accurately.

Response to Positive Readings

A positive reading on the ion scanner is evidence of contraband drugs or explosive substance, or contact with contraband drugs or explosive substance.

It may be used to support proceedings under MDOC policy regarding any disciplinary action.

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Body Image Scanners

The Body Image Scanner accurately reveals both metallic and non-metallic objects including liquids, contraband, ceramics, explosives, narcotics, concealed currency and weapons.

The Body Image Scanner is a Single Pose system that generates a front and back body scan simultaneously.

Body Image Scanner Operators will be thoroughly trained in the use of equipment and training will be documented and in the employee's training record.

Body Image Scanner Equipment will only be operated by trained employees.

The Body Image Scanner will be operated with the following privacy protocols:

- Remote Image Operator location allowing no visual contact with the person
- Privacy walls
- Same Gender Screeners
- No archiving images

Addressing Body Image Scanner Safety Concerns

The Body Image Scanner has an ultra low radiation classified by the radiation protection groups of less than 5 uRem per scan and conform to recommendations by the National Council on Radiation Protection and Measurements (NCRP and ANSI N43.17).

The Body Image Scanner is safe for all persons regardless of age, sex, or medical conditions including children, pregnant women, medical radiation therapy patients and pacemaker wearers.

Operators will periodically perform inspections of the entire system's exterior to check for parts that may be broken, missing, worn or distorted.

Operators will ensure all lamps and signals are installed and in proper working condition while operating the scanner which includes the monitor and PC display output, Scan in Progress Lamps and Power On Indicator.

Operators will ensure warning and caution labels are affixed to the exterior of the scanner before operating the equipment to include the Service Access and High Voltage Warning Labels.

Operational Requirements

The Body Image Scanner generally requires three (3) operators:

- Divestiture/Control Position Roles and Responsibilities: Educate the person being searched, ensure personal belonging are relinquished and direct the person into the scanner.

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- **System Operator Roles and Responsibilities:** Positions the person being scanned, initiates scan, and performs physical search of the person if necessary.

- **Image Operator Roles and Responsibilities:** Interprets scanned images, clears scanned persons or notes areas that require further inspection and communicates decisions to System Operators.

Under some circumstances, the system can be run by two (2) staff combining the Control Officer and System Operator responsibilities together.

These scanner positions should be rotated periodically every 20 to 30 minutes.

The Control Officer will:

- Explain the meaning of full divestiture
- Instruct the person being scanned to review the Scan Procedure displayed on the monitor
- Ensure the person's belongings are located in their line of sight to reduce the scanned person's concerns and allows the person to focus on the scan procedure
- Allow persons waiting to be scanned to observe others being scanned by the system to facilitate education of the process

Positioning for Scanning Rules for the System Operator include:

- Only one scan per person
- System Operators must model the Double Salute pose for the person being scanned. Double Salute Pose is recommended because it fixes the height of the elbows, fixes the position of the forearms within the field of view and results in more consistency in imaging
- Person must be standing at the marked location on the floor mat and looking straight ahead
- Hands must be above the head with palms facing forward
- Person must be instructed to remain still for the duration of the scan
- System Operators should use short requests such as:
 - Please stand on the mark
 - Please look straight ahead
 - Please do not move
- Person's heels should be lined up so that they are touching the inner edge of the footmarks
- When the person is in position, initiate the scan with a push of the button and the Scan in Progress will turn on

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- After the scan is completed, the System Operator will direct the scanned person to a designated location and summon the next person to be scanned

Post-Search Documentation

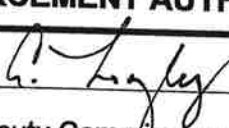

All appropriate documentation in relation to searches will be maintained in a readily accessible manner.


If the employee to whom the search is directed cooperates with the search and no contraband is found, no notation of the search is to be placed in the employee's employment records.

If contraband is found during the course of a search, the employee will be detained pending notification of law enforcement officials.

DOCUMENTS REQUIRED:

As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		11/21/13
	Deputy Commissioner of Institutions	Date
		11/21/13
	Deputy Commissioner of Community Corrections	Date

	MISSISSIPPI DEPARTMENT OF CORRECTIONS	SOP NUMBER 16-26-01
		AGENCY WIDE
CONTRABAND CONTROL IN AUTO SHOP		INITIAL DATE 12-01-2001
ACA STANDARDS: 4-4192		EFFECTIVE DATE 01-01-2009
STATUTES:	RESTRICTED	Page 1 of 3

APPLICABILITY:

This procedure applies to all Mississippi Department of Corrections employees who work in, with or utilize the Mississippi State Penitentiary, Central Mississippi Correctional Facility and South Mississippi Correctional Institution Auto Shops.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to control contraband in the auto shops of the Mississippi State Penitentiary (MSP), the Central Mississippi Correctional Facility (CMCF) and the South Mississippi Correctional Institution (SMCI).

DEFINITIONS:

Contraband - Any item not authorized by Mississippi Code, MDOC policy, procedure, or post order.

PROCEDURES:

Adult Correctional Institutions: **Written policy, procedure, and practice provide for searches of facilities and inmates to control contraband and provide for its disposition. These policies are made available to staff and inmates; policies and procedures are reviewed at least annually and updated if necessary [4-4192].**

(Reference Policy 16.07 and 16.07.01, Control of Contraband/Body Searches-Offenders)

Security Procedures for Vehicle Repair

- Employees delivering state automobiles to MSP, CMCF or SMCI Auto Shop will first complete a written repair order listing all problems.
- In order to eliminate security risks, employees will remove excessive or potentially dangerous items from vehicles prior to security searches.
- Transportation Officers will ensure that restraint gear is never left inside vehicles.
- Security will search all vehicles prior to entry through the Auto Shop gate.
- Auto Shop staff will ensure all vehicles outside their gate remain secured until they are searched.

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42 • At the end of each workday, Auto Shop staff will secure (i.e., doors, windows, and
43 contents in truck beds) any unsearched vehicles outside their gate/fence.
44

45 • A copy of the Auto Shop repair order will be placed inside each searched vehicle.
46

47 Test Driving Repaired Vehicles
48

- 49 • Auto Shop staff will never make unauthorized stops.
- 50 • Only the offender assigned to a vehicle's repair order will be allowed to accompany staff.
- 51 • Only Minimum custody offenders will ever be allowed on a test drive.
52

53 Security of Auto Shop Offenders
54

55 MSP Offenders will be loaded and off loaded inside the Auto Shop security fence.
56

57 CMCF Auto Shop Supervisor or designee will sign for all offenders before departing
58 from their housing unit.
59

60 Offenders will enter and exit the Auto Shop through the designated gate located
61 near the Carpenter's Shop.
62

63 The Auto Shop Supervisor will ensure that all offenders are returned to their
64 housing unit after work shifts are completed.
65

66 SMCI Offenders will be escorted to the Area I sally port by a Yard Officer and
67 transported to the Auto Shop by Maintenance Security.
68

69 This procedure will be applied in reverse order when returning offenders to their
70 housing units.
71

72 Tire Repair Shop
73

74 MSP Auto Shop staff will transport all vehicles to the Tire Shop for tire repair or replacement.
75

76 Staff will ensure the gate remains locked between transporting vehicles.
77

78 CMCF and SMCI tire repair will be performed at designated areas within their respective Auto
79 Shop.
80

81 Auto Shop Wash Rack
82

83 The wash rack will be used for state vehicles only.
84

85 MDOC employees and/or state contract workers delivering vehicles will sign the log upon arrival
86 and will remain with the vehicles until the wash has been completed.
87

88 Auto Shop staff will be responsible for monitoring the washing of those vehicles that have been

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- 89 worked on in their shop.
- 90
- 91 At no time will vehicles be left unattended with offenders.
- 92
- 93 Auto Shop staff will perform a daily inspection of the wash rack area to ensure all equipment is
- 94 properly maintained, inventoried, cleaned and securely stored.
- 95
- 96 **DOCUMENTS REQUIRED:**
- 97
- 98 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		12/12/08
	Deputy Commissioner of Institutions	Date