

CONTRABAND

STANDARD NO(S):

NYSSA

DATE:

May 24, 2010

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REFER TO:

Roger O. Ward

I. OBJECTIVE:

To establish procedures concerning contraband.

II. POLICY:

To ensure the effective control, collection, storage and record keeping of all contraband found within the Seneca County Correctional Facility.

III. TYPES OF CONTRABAND:

- A. Dangerous Contraband – Making, obtaining, possessing, or exchanging any article which is capable of endangering the safety and security of the facility.
- B. Prohibited Contraband – Making, obtaining, possessing, or exchanging any article that is not specifically authorized in accordance with section “Inmate Property”.
- C. Contraband – Possession of any article that has been altered from its intended purpose, or possessing an excess of an issued item.

IV. DETAILS:

- A. Contraband will be considered any item not listed in the “Authorized Property” or “Facility Issued Items” sections of the policy entitled “Inmate Property”.
- B. When contraband is found and confiscated, an Incident Report (Form CF-009) will be completed by the officer.
- C. When applicable, a disciplinary report will be completed and submitted to the disciplinary coordinator.
- D. Contraband from visitors will be confiscated and the Shift Supervisor notified. The Shift Supervisor will be notified of all confiscated contraband that may become evidence in an inmate disciplinary or criminal matter.
- E. When contraband becomes evidence in a criminal matter, it will be secured in an evidence bag as soon as possible. It is essential that the number of persons in

physical possession of the confiscated items be kept to a minimum to avoid contamination or loss of the evidence and to preserve the chain of custody. If possible, the finding officer will remain in sole possession of the item(s) until it gets transferred to the Criminal Investigation Division.

- F. When transferring contraband to the Criminal Investigations Division, a CF-007 (Release of Confiscated Property) Form will be completed as outlined in the policy entitled "Inmate Property".
- G. If the Criminal Investigation Division is unavailable to complete the chain of custody transfer, the confiscated contraband will be secured in an evidence locker in the Patrol Office. The completed CF-007 will be returned to the Transferring Officer for filing at the Booking Desk.

V. COLLECTION:

- A. All confiscated contraband will be inventoried, recorded on the evidence bag, and sealed. Required recorded information will include:
 - 1. The name of the person the contraband was confiscated from.
 - 2. The name(s) of any victims involved.
 - 3. A list of all items confiscated, with a description of each.
 - 4. The name of the officer the items were collected by.
 - 5. The date and time of the confiscation.
 - 6. The names and signature of the officer completing the inventory.

VI. STORAGE:

- A. Confiscated contraband being held for the purpose of a disciplinary hearing will be stored in the evidence locker located in the Duty Equipment Office.

VII. DISPOSAL:

- A. For the disposal of contraband that cannot be stored within the facility, refer to the "Disposal of Property" sub-section of the policy entitled "Inmate Property".

VIII. RECORD KEEPING:

- A. When contraband is confiscated and charges are to be filed, whether internal or criminal, a written record will be maintained in the Sergeant's Office. Such documentation will include the following:
 - 1. The name of the individual to be charged.
 - 2. The date and time of the confiscation.
 - 3. The location of the confiscation.
 - 4. A description of the contraband.
 - 5. The reporting officer.
 - 6. Any witnesses, if applicable.

7. The disposition of the evidence.