



**JULIE L. JONES
SECRETARY**

PROCEDURE NUMBER: 602.016

**PROCEDURE TITLE: ENTERING AND EXITING DEPARTMENT OF
CORRECTIONS INSTITUTIONS**

RESPONSIBLE AUTHORITY: OFFICE OF INSTITUTIONS

EFFECTIVE DATE: JANUARY 27, 2016

INITIAL ISSUE DATE: AUGUST 29, 2000

SUPERSEDES: PPD 3.09.07

**RELEVANT DC FORMS: DC6-207, DC6-210, DC6-259, DC6-260, DC6-261, DC6-262,
DC6-264, DC6-293, DC6-2004, DC6-2050, AND NI1-067**

ACA/CAC STANDARDS: 4-4503, 4-4172, 4-4192, 4-ACRS-2A-01, AND 4-ACRS-2A-02

STATE/FEDERAL STATUTES: SECTIONS 944.23, 944.31 AND 944.47, F.S.

**FLORIDA ADMINISTRATIVE CODE: RULES 33-208.002, 33-210.101 THROUGH 33-
210.104, 33-601.713, 33-601.723, 33-601.726, 33-601.727, 33-601.729, 33-602.203, 33-602.204,
33-602.230, AND 33-602.232, F.A.C.**

OTHER: SECURITY SERVICES BARGAINING UNIT, ARTICLE 13, SECTION 6.

PURPOSE: To provide guidelines for identifying and searching staff, volunteers, visitors, inmates, vehicles, etc., prior to entrance to and upon exit from the Florida Department of Corrections' institutions.

DEFINITIONS:

- (1) **Approved Inmate Visitor**, where used herein, refers to any person:
 - (a) who is approved by the assigned Classification Officer, Warden, or Duty Warden to visit an inmate; and
 - (b) whose approval is documented in the automated visiting record.
- (2) **Automated Visiting Record (AVR)** refers to a computer subsystem of the Offender Based Information System (OBIS) that automates visitor facility entry and exit and records visiting information.
- (3) **Citizen Volunteer** refers to any person who provides goods and/or services to the Department without monetary or material compensation.
- (4) **Clothed/Pat Search**, where used herein, refers to the superficial running of the hands over the clothed body of an individual (inmate, staff, or visitor) by an authorized staff member in order to determine if that individual is in possession of any illegal object or substance. For the purposes of this procedure, an individual's shoes shall also be removed and searched during this time.
- (5) **Contractor**, where used herein, refers to a business entity that agrees by written covenant to perform work on a large scale that requires workers to enter and exit a facility on a daily basis.
- (6) **Crime Stoppers Playing Cards**, where used herein, refers to playing cards sold through the visiting park canteen that depict Florida cold case homicides.
- (7) **Departmental Official Visitor** refers to any staff not assigned to the facility who are on official Department business and are attempting to enter the secure perimeter of any institution, work camp, road prison, or work release center.
- (8) **FAST** refers to the Facility Access Secure Tracking system.
- (9) **Investigative Materials**, where used herein, refers to properly sealed evidence containers or bags/packages/envelopes marked confidential, case files, tape recorders, digital cameras, and laptops (to include any associated power supplies) utilized by the Office of the Inspector General in the performance of their assigned duties.
- (10) **Official Visitor**, where used herein, refers to:
 - (a) the Governor;
 - (b) the Lieutenant Governor;

- (c) Cabinet members;
 - (d) members of the Legislature;
 - (e) Judges of state courts;
 - (f) State Attorneys;
 - (g) representatives of the Florida Commission on Offender Review;
 - (h) Public Defenders;
 - (i) federal and state Law Enforcement Officers; and
 - (j) non-Florida Department of Corrections' state employees on official business.
- (11) **Pearson VUE**, where used herein, refers to the private vendor contracted for 2014 GED® Testing.
- (12) **Service Animal**, where used herein, refers to a dog that is individually trained to do work or perform tasks for a person with disabilities. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of the definition of a service animal.
- (13) **Valid Picture Identification Card**, where used herein, refers to a current driver's license issued by the State of Florida or other state, a similar state-issued identification card for non-drivers, a military identification card, or other government issued identification containing a photograph to visually verify the identity of the person presenting the card.
- (14) **Vendor**, where used herein, refers to a business entity engaged as a merchant of products on a regular delivery basis or a service on an irregular or on-call basis. An example of the former would be the entity that supplies the vending machines. An example of the latter would be a refrigeration repair service.

SPECIFIC PROCEDURES:

- (1) **IDENTIFICATION (NON-INMATE):**
- (a) Control of all visitor, employee, intern, or commercial traffic, both pedestrian and vehicular, is the responsibility of institutional staff. Identification of any visitor by direct employee contact is required prior to allowing entrance into or exit from the facility.
 - (b) A majority of the employee and visitor pedestrian traffic is processed through the main entrance of any correctional facility. Limited use of this area for inmate traffic may be allowed as required by inmate work assignments.
 - (c) The officer assigned to any entrance/exit point will be responsible for proper identification utilizing a valid picture identification card for all persons including:

1. inmates,
 2. employees, and
 3. visitors entering and leaving the facility.
- (d) Inmate identification cards (work cards) with photograph, work assignment, DC number, custody classification, and special conditions (if any) will be maintained on the control room post for those inmates whose work assignments require that the inmates enter and exit via the main entrance of the facility. Inmates departing for or returning from work through this area will be logged on the “Control Room Log,” DC6-207.
- (e) Employees are required to wear their Departmental identification card in a visible manner at all times while they are on duty. This identification card must be presented to control room staff for verification of identity each time the employee enters or exits the institution. If an ID card is not legible or the photo is not clear, the card will be replaced in accordance with “Identification Cards,” Procedure 602.056. A hand verifier or other biometric system may also be utilized as an added measure of security.
- (f) Authorized visitors not possessing Departmental identification cards must have their driver licenses or valid picture identification cards. The visitors will be issued temporary identification cards by control room staff and will leave their IDs in the control room prior to entering the facility. Prior to departure:
1. these temporary identification cards will be returned,
 2. the individuals will be positively identified, and
 3. their IDs will be returned to them.
- (g) Authorized representatives of the Office of the Inspector General, upon verification of identification, will be admitted immediately to all Florida Department of Corrections’ offices and facilities as well as any place where prisoners of the state are housed, as stated in section 944.31, F.S.
- (h) Regarding admittance to Department offices or facilities, authorized representatives of the Office of the Inspector General will **not** be subject to any of the following:
1. delay or denial of entry;
 2. search or confiscation/seizure of any investigative materials;
 3. inquiry reference where the Inspector is going;
 4. inquiry of or about whom the Inspector will be interviewing; and
 5. requirement of an escort.
- (i) The immediate admittance without delay or denial provisions in paragraphs (g) and (h) as applied to Office of the Inspector General representatives above do not constitute an exception to the requirement that they clear the metal detector in the same manner as all other staff prior to entry.
- (j) Authorized representatives of the Office of the Inspector General will be allowed to consult and confer privately with any inmate or employee. There will be no retaliatory action against inmate(s) or employee(s) with whom the Inspector is consulting, meeting, or interviewing.

- (k) If there is any doubt about the identity of any employee, inmate, or any other person attempting to pass through an ingress/egress point, the officer will not permit the person to pass through until positive identification can be made.

(2) **PROCESSING INMATE VISITORS:**

- (a) Institutions not equipped with the FAST, biometrics hand verifier, and integrated camera system will process approved visitors sixteen (16) years of age or older by requiring the presentation of acceptable forms of identification with a photograph during inmate visitation hours. Acceptable forms of identification with a photograph include a valid driver's license, "Florida Identification Card" issued by the Florida Department of Highway Safety and Motor Vehicles, other-state identification card, student identification card, employment identification card, military identification card, or others as deemed appropriate by the Warden or Duty Warden.
1. Inmate visitors will be registered utilizing the Automated Visitation Registration (AVR). Once completed with the registration process, the inmate visitor will exchange her/his picture identification for a numbered visitor's badge.
 2. A second method of verification will be utilized such as an ultra-violet (black light) hand stamp of unique design which will be changed on each visiting day. The stamp will be applied and viewed at registration and viewed again for confirmation at departure.
 3. To avoid confusion, the number of visitors allowed in the registration area will not exceed five (5) adults at any time.
 4. Upon completion of the visit, the visitor(s) will not be cleared to leave the visiting park until the inmate with whom s/he was visiting is:
 - a. positively identified and secured in the strip search area; or
 - b. under direct visual observation of an officer at the inmate registration desk.
 5. Prior to the visitor's departure, each visitor will be verified by badge number and proceed to the registration area where the assigned officer will:
 - a. receive the numbered visitor's badge; and
 - b. return the visitor's picture identification after physically examining the picture identification of the visitor and ensuring a positive identification.
 6. The visitor will then be logged out on the AVR.
- (b) Institutions equipped with the FAST, biometrics hand verifier, and camera systems will process inmate visitors in the same manner as described in section (2)(a) of this procedure, except:
1. visitors will not be required to surrender their picture identification card to staff or to present it for identity verification after the initial enrollment into the system has been completed unless the system is inoperable;
 2. the primary and secondary methods of identification will be the biometrics hand verifier and the photograph captured in the FAST database; (The ultra-violet [black light] hand stamping will not be required when utilizing the FAST system.) and
 3. prior to departure, each visitor will be positively identified by the control room staff using the FAST system, biometric hand verifier, and camera system.

- (c) In the event that either automated system fails prior to or during visitation hours, the back-up list will be placed in Adobe (.pdf) format by classification staff and e-mailed to designated security department staff. This will be utilized to process visitors until such time as the automated system is operational. All visitors will be manually registered utilizing the "Visitor Registration Log," DC6-260. When the automated system is again operational the information on the DC6-260 will be transferred to the database to keep it current. The hand verifier will operate independently of the FAST system and will continue to be used along with the print-out in the event of database failure.
- (d) Once, each month, visitation staff will utilize the following steps in order to test the system for susceptibility to security breaches:
1. staff will randomly select three (3) personal identification numbers (PIN) from the approved visitation list;
 2. staff will enter the personal identification number selected and place their hand in the reader; both genders of staff will be utilized;
 3. staff should receive a RED light on the reader and a visual ID REFUSED or TRY AGAIN message; (Additionally, the personal information of the PIN entered into the system will appear on the computer monitor in the control room and a warning message indicating BIOMETRIC FAILURE will appear with a message box. Control room staff will click OK in the message box. A picture of the actual visitor to whom the PIN is assigned should appear on the monitor. The control room officer should press ESC to clear the screen. If this occurs, the system is operating properly.)
 4. should staff see a GREEN light on the reader after completing steps 1 and 2 above and the display reads ID VERIFIED, there has been a breach in the security of the system; (If this occurs, the officer will immediately notify the officer in charge, the Duty Warden, and the Technology Help Desk, [850] 487-1550.)
 5. the Technology Help Desk will then contact the appropriate regional technology manager (RTM) so that appropriate support personnel can be dispatched for assistance;
 6. the results of this test will be documented on the DC6-207; and
 7. these tests **must** be performed before Thursday (excluding Friday, Saturday, and Sunday) to ensure necessary support staff are available to assist in problem resolution.
- (e) Visitors are authorized to bring in service animals in accordance with Rules 33-601.713, 33-601.723(7), 33-601.726(2)(k), 33-601.727, and 33-601.729(1)(n), F.A.C.
- (3) **PROCESSING CITIZEN VOLUNTEERS:** Prior to entry into an institution, all citizen volunteers will meet the minimum guidelines and screening criteria set forth in "Volunteers," Procedure 503.004.
- (a) Institutions will utilize the FAST system to process all citizen volunteers for entry into the institutions where the system is fully functional.
 - (b) At locations where the biometric hand scan is not functional, the FAST system may still be used to identify approved volunteers, but entrance will be granted utilizing existing security procedures for volunteers.
 - (c) When large groups of volunteers come in on weekends during the processing of inmate visitors an alternate entrance method may be approved by the Warden.

- (4) **PROCESSING LAW ENFORCEMENT OFFICERS:** All sworn Law Enforcement Officers attempting to enter the secure perimeter of a Department facility will be subject to the following:
- (a) Control room staff will make a positive identification, using photo identification and/or credentials, to confirm authenticity as a sworn Law Enforcement Officer of the Federal, state, or county government, or city municipality.
 - (b) Control room staff will carefully examine documentation to verify the reason for the request to enter the secure perimeter (transfer order, court order, etc.).
 - (c) All Law Enforcement Officers will be questioned about the possession of firearms, ammunition, chemical agent(s), knives, and cellular phones on their person.
 - (d) They will be requested to secure them either in their vehicle (unless the vehicle is to be brought into the sally port or secure receiving area for prisoner exchange), approved lockable storage area outside of the secure perimeter, or unloaded and stored in the main control room.
 - (e) If they only enter the sally port area of a secure perimeter, the secure receiving area inside reception centers, and/or the rear support buildings of the new prototype institutions, they will not be directed further into the secure perimeter to facilitate a metal detector search.
 - (f) If they enter any other area within the secure perimeter they will be subjected to a metal detection search in the same manner as all other individuals entering the perimeter except that instead of requiring clearance of walk through metal detector, a hand held wand may be used to ensure a thorough search without the need to remove all visible law enforcement accoutrements that may be worn.
- (5) **CONTROL OF CONTRABAND:**
- (a) **All persons** will be questioned about the possession of contraband such as firearms, ammunition, knives, narcotics, cell phones, etc., prior to their being subject to the required search procedures as specified below and prior to being allowed to enter the secure perimeter of any institution. This questioning provides the opportunity to declare any unauthorized item that may have been inadvertently retained in her/his possession.
 - 1. Should such items be declared, the institutional Warden, at her/his discretion, will determine if corrective action/penalty and/or further investigation are indicated.
 - 2. Failure to declare any item of contraband subsequently discovered shall subject the individual in possession of the item to appropriate corrective action/penalties up to and including criminal prosecution.
 - (b) All persons attempting to enter/exit the secure perimeter of a Department facility are subject to being searched.
 - 1. A minimum of twenty-five percent (25%) of all staff will be subjected to a clothed/pat frisk search on a monthly basis. These searches will be documented on the "Staff Search Log," DC6-2004.

2. Employees and contract staff will be subjected to a clothed pat/frisk search on a random basis by a number established each day by the Chief of Security as all or every 2nd, 3rd, 4th, employee, but not exceeding every 5th person.
3. No person will refuse to submit to a search or inspection of her/his person, personal property, or vehicle by an authorized employee while:
 - a. entering;
 - b. departing; or
 - c. otherwise being present upon the premises/property of an institution.
4. All briefcases, lunch boxes, packages, etc., will be searched prior to their introduction and a random search of these items will be conducted prior to removal from the secure perimeter of any Department facility. Additionally, staff will be required to clear the metal detector with their lunch box.
5. Tool Boxes:
 - a. Tool control for contractors will be in compliance with requirements specified in "Security Requirements for Contractors," DC6-264.
 - b. Tool boxes being introduced into the secure perimeter by a vendor will be searched and the tools contained in the tool box will be inventoried in order to ensure that all tools are removed from the secure perimeter. The search and inventory of tools will be conducted upon entrance and exit by the officer assigned to the entrance/exit points or the officer assigned to provide direct escort of the vendor while the vendor is inside the institution. Additionally, a "Class AA Tool Receipt," DC6-293, will be completed for all class AA tools brought into the secure perimeter.
6. General Educational Development (GED[®]) Testing Materials:
 - a. Except in the specific circumstances outlined in section (5)(b)6e i-iii below, only GED[®] examiners approved by the Department's Bureau Chief of Education and Pearson VUE are permitted to:
 - i. handle; and
 - ii. physically inspect the laptop computers that are required for administering the GED[®] test. The laptop bag may be examined by security staff.
 - b. The Bureau Chief of Education will provide a complete list of approved GED[®] examiners to the Warden at all locations conducting GED[®] testing.
 - c. For test security reasons, GED[®] examiners are required to:
 - i. transport GED[®] testing materials into and out of institutions in locked, GED[®] transport cases; and
 - ii. keep said material under their custody and control at all times during transport.
 - d. For institutional security reasons, on entry or exit from a secure perimeter, the GED[®] examiner will be required to:
 - i. open the GED[®] transport case; and
 - ii. physically handle the laptops used to administer the GED[®] test. Other non-secure testing materials will receive a complete and thorough visual inspection by security staff.
 - e. Security staff is not permitted to physically handle the laptop computers. If security staff needs the laptop computer to be handled to facilitate a more thorough visual inspection they will communicate the needs to the GED[®] examiner who will handle the laptop.

- i. If security staff has suspicion that contraband is concealed in the laptop, the Chief of Security or the Duty Warden will be contacted and the examination halted.
 - ii. The Chief of Security or Duty Warden will be physically present before the examination of the laptop continues.
 - iii. If the Chief of Security or Duty Warden is not satisfied that there is no hidden contraband, the laptop will not be allowed to enter the facility and the examiner will remove the materials from the institution. The Chief of Security or Duty Warden will document her/his suspicions and justification for refusal on an "Incident Report," DC6-210, for further disposition.
- (c) Any person entering the secure perimeter will be routed through or subjected to some form of metal detection system; this includes all employees and contract staff.
 1. Persons will remove all items that could likely cause the detector to alarm, to include belts, badges, phones, personal body alarms, shoes, etc., prior to entering the metal detector. These items will be inspected by the assigned search staff.
 2. Employees and others who have reason to routinely enter institutions should prepare accordingly by not wearing or possessing metal items that will cause delay during the metal detection process.
 3. Persons walking through the detector will do so by walking at a normal pace/stride with their hands at their side.
 4. If the detector alarms after the removal of all such items, the assigned search staff will utilize a handheld metal detector to isolate the source of the alarm. A clothed pat frisk search will then be conducted to eliminate any other possible source and verify the identified source of alarm (underwire bra, etc.). Entrance will not be granted until and unless the source of the metal detector alarm can be identified and confirmed.
 5. Clothed pat frisk searches will be conducted by an employee of the same gender as the person being searched.
 6. Individuals with pacemakers or other implanted medical devices may request a clothed pat frisk search as an alternative to the use of a metal detection device to clear them for entry.
- (d) Departmental official visitors will not be required to surrender their state-issued cell phones, PDA devices, pagers, cameras, or recording devices prior to being allowed entrance into any Department facility.
- (e) Institutional staff at the Duty Warden level are authorized to bring their personal cell phone/PDA into the facility. The device will be logged on a "Personal Cell Phone Accountability Log," DC6-2050, by control room staff.
- (f) Departmental official visitors who hold the title of Bureau Chief or higher may bring their personal cell phone/PDA into any Department facility. The device will be logged on a DC6-2050 by control room staff.
- (g) Personal cell phones may be authorized in writing by the Warden to be brought into the institution. These devices will be logged on a DC6-2050 by control room staff. The Warden's approval will be limited to special circumstances, on a one-time only basis, where such authorization is required and justifies the resulting security risk.

- (h) Non-Departmental official visitors will not be allowed to bring personal cell phones, PDA devices, pagers, cameras, or recording devices into a Department facility without the Warden's written approval. Additionally, the Warden will notify the Regional Director in writing. The device will be logged on a DC6-2050 by control room staff.
- (i) Regional contract staff, the Chief Health Officer, the Health Services Administrator, Mental Health Director/Psychiatrist/Psychologist, and on-call Doctor/Physician Assistant shall be allowed to introduce the following vendor-issued (not personal) items with the listed stipulations:
1. Cell Phone: No internet or e-mail capabilities. This phone cannot be a 'smart phone' or PDA device. These will be accounted for upon entering and departing the facility via form DC6-2050.
 2. Web Camera: Will be added to the medical unit tool inventory, secured when not in use and classified as a Class A tool (See "Tool and Sensitive Item Control," Procedure 602.037). A medical staff member will remain in the room when the web camera is in use to prevent manipulation by the inmate being examined.
- (j) In the event that a cell phone or PDA device is misplaced, or inadvertently falls into inmate hands while a Departmental official visitor or Non-Departmental visitor is on the compound, the control room will be immediately notified. Control room staff will then promptly notify the vendor and request that the device be deactivated. If the cell phone/PDA device is state-issued, the OIT helpdesk will be notified immediately to deactivate the device.
- (k) Except as authorized in section (5)(e)(f)(g)(h), and (i) of this procedure, cell phones are prohibited from being introduced or possessed by:
1. employees, contractors, visitors, or inmates inside the secure perimeter of a Department institution or on external security posts; or
 2. on-duty staff whose assigned duties are outside the security perimeter of an institution.
- (l) Any person who introduces prescription medicine into the secure perimeter must have the appropriate prescription receipt (data information sheet that will be provided to the staff member by her/his pharmacist upon request) with each medication needed. The Shift Supervisor will be made aware of any prescription medication entering the secure perimeter.
1. Authorized medication in an amount sufficient for sixteen (16) hours (two [2] consecutive shifts) will be allowed inside the facility.
 2. Medication must be in the original container.
 3. Provisions for injectable medication which may or may not require refrigeration, i.e. insulin pens and/or other special medication needs may be made by the Warden or her/his designee upon a review of the circumstances with the individual employee. For such medication, the following steps will be followed:
 - a. Staff shall provide a doctor's note to the Chief of Security indicating the need for an injectable medication.
 - b. After review, the Chief of Security shall provide a signed memo to the employee for authorization to possess such device while on duty. The officer/employee shall carry a copy of this letter whenever on duty.
 - c. Staff shall possess no more than two (2) needles at any one time (one [1] on the syringe/injection pen and one [1] spare);

- d. Staff shall discard of needles/syringes/injection pens used while on duty in the nearest available sharps container.
- (m) Staff will ensure that parked and unattended personal vehicles are locked and the windows rolled up while on state property.
1. During “normal business hours” (Monday-Friday 8A.M.-5P.M.), the Day Shift shall conduct a security check of the parking lot within one (1)-hour of the Administrative Shift assuming duty. During weekends and holidays, the Day Shift shall conduct a security check of the parking lot within one (1)-hour of assuming duty. The Night Shift shall conduct a security check of the parking lot within one (1)-hour of assuming duty. All such checks shall be documented on the DC6-207.
 - a. All items left on motorcycles will be secured in secure storage compartments intended for that purpose.
 - b. If a vehicle is found to be unlocked or if contraband, any class A or class AA tool, as defined in “Tool and Sensitive Item Control,” Procedure 602.037, or any instrument that may be used as a weapon or to effect an escape is discovered in an unsecurable area (e.g., pickup truck bed, camper shell, unlocked toolbox) of the vehicle, the Shift Supervisor will be notified immediately.
 - c. An officer will stand by the vehicle to secure the vehicle.
 - d. The driver of the vehicle will be determined and notified to report to the vehicle.
 - e. Action will be taken to secure the vehicle and/or the vehicle contents.
 2. Staff who meet the conditions below are permitted to carry one (1) handgun to and from work in their personal vehicle under the specific requirements outlined below.
 - a. All current Correctional Officer class employees covered by the Security Services Bargaining Unit.
 - b. Any employee with a current/valid concealed weapons license issued by the State of Florida.
 - c. Any employee with Correctional Officer, Law Enforcement Officer, or Correctional Probation Officer certification not covered by the Security Services Bargaining Unit.
 3. Specific requirements for staff who meet the conditions in section (5)(m)2a, b, or c above, who are permitted to carry one (1) handgun to and from work in their personal vehicle:
 - a. Employees with a valid/current concealed weapons license issued by the State of Florida must provide it to the Warden or Office of Inspector General’s staff upon request.
 - b. Employees with Correctional Officer, Law Enforcement Officer, or Correctional Probation Officer certification not covered by the Security Services Bargaining Unit, must have proof of certification and be prepared to show it to the Warden or Office of Inspector General’s staff upon request and a copy of the proof of certification should remain with the handgun.
 - c. Only handguns are permitted under this rule, long arms, rifles, shotguns, bow and arrows, or any other type of weapon is not permitted.
 - d. The handgun must be stored in a lock-box, specifically designed to securely lock and hold a handgun.
 - e. Empty ammo boxes, metal coin boxes, or securing the handgun in the glove compartment or console is not permissible.

- f. Only one (1) handgun/lock-box per vehicle is permitted.
 - g. All doors and windows must lock if the lock-box is kept in the passenger compartment of the vehicle.
 - h. If a person can access the passenger compartment of the vehicle from the trunk, the trunk must be locked.
 - i. Lock-boxes containing handguns will not be placed in toolboxes or other similar storage devices affixed to or located in the truck bed.
 - j. If the vehicle is a convertible, the lock-box must be stored in the trunk.
 - k. If the vehicle is a Jeep (or similar soft top, no top, and/or no trunk type of vehicle), then a handgun cannot be carried onto state property.
 - l. Extra ammunition is not permitted – only the amount needed to fill the handgun to capacity is permitted.
 - m. Ammunition must be stored in the lock-box with the handgun.
 - n. Handguns will not be removed from a vehicle while on state property except by those members of institutional pistol teams who use their own personal handguns. Institutional pistol teams are composed of employees, authorized by Wardens, who compete in pistol matches representing their home institution.
 - i. Institutional pistol teams will utilize personal handguns as authorized in this section only for authorized activities.
 - ii. Handguns and ammunition will only be removed from lock-boxes at the firing range.
- (n) In addition to provisions set forth by section 944.47, F.S., relating to introduction, removal, or possession of certain articles, the following items are prohibited from being introduced or possessed by employees, visitors, or inmates inside the secure perimeter of a Department institution, on external security posts, or in institutional buildings located outside the secure perimeter where inmates are assigned to work:
- 1. knives, metal utensils, or any other item that could commonly be used as a weapon;
 - 2. intoxicants such as alcoholic beverages (except as provided in “Chaplaincy Services,” Procedure 503.002), illegal drugs, and narcotics on any Departmental property;
 - 3. personal handcuffs, handcuff keys, and other related equipment not issued by the security department;
 - 4. caustics/flammable materials not purchased by the Department for official use (nail polish remover, colognes/perfumes, gasoline, thinners, contact cement, alcohol, any item labeled “Harmful or Fatal if Swallowed”);
 - 5. aerosols (cologne/perfume sprays, hairspray, deodorants, air fresheners, furniture polish);
 - 6. P-38 can openers-military style with a fold out blade;
 - 7. audio and video recording devices except as authorized by the Warden (the devices are authorized for approved security or program functions, but must be secured when not in use);
 - 8. VCR tapes, televisions, portable radios, cassette tapes, compact discs, cassette/C.D. players may be approved for security or programs functions or as otherwise determined by the Warden;
 - 9. video games, scanners, computer games;
 - 10. personal computers/laptops, computer storage devices (CDs, floppy disks, external hard drives, USB flash drives, etc.), any computer-related peripheral or accessory devices,

any electronic device that is intended or designed to store, capture, or record audio, video, photographic, or electronic data of any sort (to include MP-3 players), and software; (Exceptions may be authorized in writing by the Warden in those cases where these items are required for an essential task that can otherwise not be accomplished [e.g., x-ray technologists, copier repair technicians, etc.] and where the device has no wi-fi/internet/cellular service capabilities; when approved, the requirements in “Tools and Sensitive Item Control,” Procedure 602.037, sections [3][b]2 and 3 relating to AA tools will be followed. Under no circumstances are privately owned computer storage devices approved for use in Department computer equipment or systems.);

11. personal protection equipment (e.g., mace, kubiton, etc.);
 12. glass containers;
 13. metal hair picks, brushes, combs, or nail files;
 14. Bic[®] brand lighters;
 15. matches;
 16. personal scissors (office or medical), letter openers, etc.;
 17. recreational reading material (non-work related) such as books, magazines, newspapers, etc. (this does not include authorized books, magazines, newspapers, etc. in an inmate’s possession);
 18. briefcases;
 - a. Briefcases are authorized for Department official visitors and official visitors when necessary for performance of assigned duties.
 - b. Briefcases are authorized for private attorneys.
 - c. Briefcases are not authorized for security staff.
 - d. Briefcases may be authorized for non-security staff assigned to the institution upon the submission of written justification and approval from the employee’s department head to the Warden. Inspectors assigned to the Office of the Inspector General will not be required to have prior approval to carry briefcases.
 19. zip-lock or other clear plastic bags larger than one-gallon size;
 20. thermal beverage containers;
 21. backpacks, tote bags, book bags, gym bags (bags larger than 10”x 12”x 6”);
 22. camouflaged clothing or other camouflage items (except as issued by security for K-9, emergency teams, etc.);
 23. personal tools such as screwdrivers, pliers, multi-tools (i.e., Leatherman type, etc.) except inventoried personal tools in the possession of approved contractors and vendors;
 24. refillable lighters; and
 25. electronic cigarettes.
- (o) The following are allowable items for staff:
1. prescription medications (as previously noted);
 2. over the counter medications in an amount sufficient for a sixteen (16)-hour period;
 3. small compact with mirror;
 4. personal pagers (standard type only - pagers with the ability to transmit and/or receive e-mail/internet communications are not permitted);
 5. small nail clippers without file;
 6. lunch box (only Department-approved and purchased in staff canteen);
 7. plastic eating utensils;
 8. umbrella (blunt point only);

9. raincoat (clear only for security staff);
10. small, non-transparent solid color pouch, not to exceed 8"x 4"x1" for personal items;
11. clear container (not to exceed 5" x 8". No food items permitted. Only for staff who do not bring a lunch box and do not carry a pouch);
12. currency (not to exceed sixty dollars [\$60.00]);
13. one (1) container of Department approved non-alcoholic, non-flammable hand sanitizer (maximum of 207 ml or approximately seven [7] ounces); additionally, staff may possess one (1) container of Clorox[®] or Lysol[®] brand disinfecting wipes as follows:
 - a. maximum count of forty (40) wipes in the original container;
 - b. the top will be removed by staff and inspected for contraband prior to entry;
 - c. the container will be removed at the end of each work day; and
 - d. the wipes will not be given or issued to inmates for use at any time;
14. Food and Drinks:
 - a. food in factory sealed single-serve packaging (all other food items must be in clear plastic containers such as Tupperware[®] containers or clear plastic sandwich bags and must be removed daily);
 - b. one (1) clear empty reusable container such as a Tervis[®] tumbler or a water bottle for liquids with a clear lid and no inserts/sleeves, not to exceed twenty (20) ounce size and must be removed daily;
 - c. up to eight (8) twenty (20)-ounce or smaller factory-sealed beverage containers of water, sports drink, soda, or milk;
 - d. total amount of liquids allowed from c above shall not exceed 160-ounces per shift; and
 - e. clear (transparent outer shell) reusable ice packs, or Ziploc[®] style bags with ice (maximum of one [1]-gallon size), to be removed daily.
15. feminine hygiene products;
16. one (1) tube of chap stick or lip balm;
17. plastic comb or brush not to exceed six inches (6");
18. prescription eye glasses;
19. personal note pad (not to exceed four inches x six inches [4"] x [6"]);
20. personal sunglasses-one (1) pair;
21. sunscreen – non-aerosol/non-flammable;
22. authorized tobacco products - maximum of one (1) pack, can, pouch, or factory container of tobacco product;
23. insect repellent – non-aerosol/non-flammable; and
24. wigs:
 - a. A wig may be worn for a documented, medically-related issue with the prior written approval of the institutional Warden.
 - b. A wig may be worn for cosmetic purposes, but the employee's wig is subject to an intensive search as set forth in Rule 33-208.002, F.A.C.
 - c. All wigs must be a natural hair color, and a wig will not cause the employee's day-to-day appearance to differ significantly from the employee's image on her/his official identification photograph. A wig which significantly changes the employee's appearance when compared to her/his current official identification photograph may be viewed as a justification for an intensive search of the wig.
 - d. If the employee must wear a medically-related wig, or if the employee chooses to wear a cosmetic wig, and the wig significantly alters the employee's image as

presented on her/his current official identification photograph, then the employee will have a new identification photograph taken. If the employee has more than two (2) identification photographs taken within a twelve (12)-month period, the employee must pay for the additional photograph(s) and identification(s).

- (p) Any item not listed in section (5)(o)1-24 above, must be approved by the institutional Warden and the Assistant Secretary of Institutions and subsequently supported by a signed memo of approval specifying the item(s) approved. The memo of approval should be maintained as follows:
 - 1. original in the possession of the authorized individual,
 - 2. a copy in the institutional control room, and
 - 3. a copy for the assigned search officer.
- (q) The Warden or Duty Warden may authorize the introduction of glass containers and necessary utensils for staff luncheons, or Department functions when requested in advance. These items will be removed immediately at the conclusion of the luncheon/function.
- (r) Institutions will stock the medical department with an adequate supply of bandage shears for issue to medical staff on a shift by shift basis to prevent the need for medical personnel to use their personal equipment.
- (s) Prior to delivery inside the secure perimeter of any Departmental facility, mail and packages will be processed in accordance with Rules 33-210.101 through 33-210.104, F.A.C., and "Institutional Mail and Employee Personal Mail," Procedure602.058.
- (t) Restrooms in the institution's visiting park will be clearly marked "Visitors Only" and "Inmates Only."
 - 1. The restroom doors will be locked at all times during visitation hours.
 - 2. Visiting park staff will be in possession of the keys to these restrooms.
 - a. An additional key will be available for checkout to the visitor or inmate for the appropriate restroom.
 - b. Visitors or inmates wishing to use the restroom will request access through an officer assigned to the area who will either open the door or will issue the designated key to the restroom to the visitor. Inmate restrooms will be locked and unlocked by staff only.
 - c. Staff will ensure that the issued key is returned by the same visitor who checked it out.
 - 3. Staff will periodically check these restrooms during visitation hours.
 - 4. Prior to and at the conclusion of visiting hours, the entire visiting park including the restrooms will be searched for contraband. The search will be documented in the DC6-207.
 - 5. Crime stoppers playing cards purchased through the visiting park canteen will be allowed to be taken out of the institution by the visitor when s/he departs the visiting park after inspection by the visitation staff.

(6) **RECORDS:**

- (a) A record of all visitors will be maintained at the main entrance control room. All non-employees (e.g., official visitors, attorneys, clergymen, salesmen, volunteers, etc.) who enter and exit an institution that is not equipped with or is unable to utilize the FAST system will be required to sign in prior to entrance and sign out upon exit of the secure perimeter. The "Log of Official Visitors," DC6-259, will be utilized for this purpose. The information contained on the DC6-259 will include:
1. institution,
 2. date,
 3. time of entrance,
 4. legible signature of the visitor,
 5. agency name and address,
 6. purpose/area of visit,
 7. badge number,
 8. time of exit, and
 9. identified by.
- (b) The DC6-259 will be:
1. reviewed by the control room Sergeant and Shift Supervisor at the end of each shift in order to:
 - a. ensure that all visitors who have departed are signed out, and
 - b. account for all visitors remaining inside the secure perimeter and inform the on-coming shift of their presence; and
 2. forwarded monthly to the Chief of Security for review.
- (c) Departmental official visitors will not be required to sign in/out on the DC6-259. The staff member will present her/his Departmental identification card to control room staff, who will sign the visitor in on the DC6-207. Upon exiting the facility, the same process will be utilized.

(7) **INMATE WORK SQUADS:**

- (a) The Warden will designate a staff member to obtain weekly and as necessary, the "Inmates by Secondary Work Supervisor in Facility" run (IIS 66) and prepare the "Inmate Work Squad Check Out/In Sheet," DC6-261.
- (b) Work squads will check out by work detail. The work squad officer will approach the exit staging area, walk to the rear of his work squad, and stop the squad at the designated distance from the gate. S/he will then proceed to the gate alone, establishing the fact that s/he is not under duress. The work squad will then be processed through the staging area.
- (c) Inmate work squads will be properly identified prior to departure and upon return from their assigned work detail. Each inmate will be identified by name and DC number, and will be verified by photograph (Departmental identification card or work card). To ensure positive identification, inmate identification cards and work cards will be updated as needed when there is any change in the appearance of the inmate (shaving pass issued or rescinded, prescribed eyeglasses, etc.).
- (d) **Inmate Work Squad Check Out/In Sheet (DC6-261):**

1. The DC6-261 will be maintained by the gate officer at the entrance/exit point within the institution, which may be separate from the main entrance, where the inmate work squads will be processed out/in for work detail.
 2. The DC6-261 will be utilized to document check out/in of each inmate work squad.
 3. The DC6-261 will include the following information:
 - a. name of the work squad (Department of Transportation, public works, outside grounds, etc.);
 - b. name of the work squad supervisor;
 - c. name, race, and DC number of each inmate assigned to the work squad;
 - d. custody of each inmate;
 - e. internal management level of each inmate;
 - f. time departed;
 - g. time returned;
 - h. date; and
 - i. if a strip search was conducted.
 4. The DC6-261 will be updated daily to ensure changes regarding job or custody are made.
 5. The DC6-261 will be provided to the gate officer responsible for the exit/entrance point utilized for squad checkout upon each day prior to assuming duties.
 6. The DC6-261 will be forwarded to the Chief of Security for review at the conclusion of each day's activities.
- (e) All inmates exiting or entering the institution will be searched. Under most conditions, a clothed body search is sufficient for inmates exiting for work detail. Inmates are prohibited from carrying items through the entrance/exit point other than certain personal items in a limited quantity such as:
1. prescription medication (only the amount needed for the work day);
 2. authorized jewelry (e.g., watch, wedding band, necklace with religious medallion);
 3. handkerchiefs; and
 4. sunglasses (under no circumstances will sunglasses be allowed as a substitution for safety glasses when inmates are operating equipment).
- (f) All returning work squad inmates will receive a thorough clothed search and clear a metal detector prior to re-entry into the secure perimeter.
- (g) All inmates returning from work squads outside the perimeter will be strip searched prior to entering the facility at those locations where the presence of a suitable structure allows for an appropriate strip search to be conducted. At those institutions where an appropriate structure does not exist, a plan will be developed by the facility Warden to strip search at a minimum either every second (2nd), third (3rd), fourth (4th) inmate, but not exceeding every fifth (5th) inmate from each squad upon their return to the institution.
- (h) Anytime the officer assigned to the gate area designated as the checkout point for inmate work squads is in doubt about the identity of an employee, inmate, or other person who is to pass through this entrance, s/he will not permit the person to pass until positive identification is made.

- (8) **GATE PASS:** The gate pass is to be used only for the purpose of identifying the inmate based on the custody level determination by the state classification office and the institutional classification team and based on the institutional classification team's determination of the inmate's work and/or program assignments within the assigned custody and internal management (IM) levels.
- (a) Gate passes will not be used by staff to prevent the inmate from participating in assignments made by the institutional classification team or the state classification office by not:
 - 1. issuing,
 - 2. rescinding, or
 - 3. withholding a gate pass.
 - (b) The gate pass may be withheld temporarily at the direction of the Shift Supervisor due to emergency situations or inmate family crisis.
 - 1. The Shift Supervisor will ensure that the Classification Officer and institutional classification team are notified by the most efficient means possible (telephone, e-mail, or in-person) immediately upon completion of the decision to temporarily withhold the gate pass.
 - 2. Notification will cause a review by the institutional classification team to determine when to re-authorize the gate pass.

(9) **VEHICLE ENTRANCE:**

- (a) Vehicular traffic involving Departmental vehicles inside the secure perimeter will be permitted only in situations where reasonable alternatives cannot accomplish the movement of materials, equipment, supplies, or other legitimate purposes.
 - 1. Anytime it is determined that a Departmental vehicle is required to enter the secure perimeter, the Shift Supervisor will be contacted for authorization.
 - a. The Shift Supervisor will:
 - i. make a determination of the necessity of such access or if a reasonable alternative can accomplish the same objective;
 - ii. consider whether the compound needs to be closed while the vehicle is on the compound or if sufficient staff is available to ensure safe movement; and
 - iii. if the Shift Supervisor authorizes entry, ensure that the authorized vehicular access is noted on the "Vehicle Log," DC6-262.
 - b. The Shift Supervisor will be contacted when the vehicle has departed the compound.
 - c. Should the Shift Supervisor have any concerns or questions regarding vehicular access to the secure perimeter, s/he will consult with the Chief of Security or the Warden.
 - 2. The use of golf or gator types of vehicles to enter the secure perimeter will require initial approval by the Chief of Security. Once approved, they are excluded from obtaining prior approval of the Shift Supervisor each time before entering the secure perimeter; they will, however, be subject to all other requirements listed in this section including being secured when left unattended.
- (b) Approval will be obtained from the Chief of Security or the Duty Warden in the absence of the Chief of Security, prior to allowing visitors, other than commercial truck drivers with

previous authorization and other agency transport vehicles, to enter the secure perimeter in a vehicle. The Shift Supervisor and the control room will be notified any time a vendor enters and again when that vendor departs the secure perimeter.

- (c) All Non-Departmental employees will be questioned regarding possession of contraband (e.g., firearms, ammunition, narcotics, knives, ropes, jacks, tools, etc.). Prior to being allowed entry, the driver of the vehicle will turn over any articles offering a threat to the security of the institution to the main control room where they will be stored until her/his departure. Also, prior to entering the secure perimeter, Non-Departmental employees will be routed through or subjected to some form of metal detection system.
- (d) All persons including employees and contract staff entering the secure perimeter will be routed through some form of metal detection.
- (e) All vehicles (commercial, private, or institutional) will be thoroughly searched both entering and departing the institution to prevent the introduction of contraband or use of the vehicle as a means of escape by inmates. This includes all trash cages/carts, swill barrels, maintenance carts, and trailers. Vehicles will be searched above, inside, under the hood, and below. Additionally, any attachment to the vehicle such as trailers, carts, toolboxes, etc., will be searched prior to entry and exit. At those institutions with inspection pits, the search below the vehicle will be conducted by use of the pit in the prescribed manner. At those institutions without an inspection pit, this part of the vehicle search will be conducted utilizing a mirror.
- (f) Vehicles entering the secure perimeter will keep their windows rolled up and the doors locked at all times while inside the compound. Vehicles inside the compound will be secured with a lock bar or chain and lock while parked and unattended. Should it become necessary to leave a vehicle or vehicular equipment inside the compound overnight, the vehicle will be rendered inoperative by removal of some integral part of the mechanism, such as the distributor rotor.
- (g) Commercial vehicles will be escorted by an officer at all times while inside the secure perimeter. Prior to entry, a careful inspection of the interior of vehicles such as a box truck, semi-truck, etc., will be conducted after which the gate officer will secure the cargo bay either with a lock provided by the truck driver or one issued at the gate. The cargo truck will remain secured until it reaches its destination and the escorting officer is present at the rear of the truck to closely monitor the loading/unloading of the truck. The escort officer will maintain constant visual observation of the loading/unloading area of the truck and, upon completion, will again secure the cargo bay. The cargo bay will remain secured until it is inside the vehicle gate area for an exit security inspection.
- (h) Commercial vehicles leaving the institutional compound will have a designated point at which to stop before reaching the vehicle entrance/exit gate so that the escorting officer can establish to the assigned gate officer the fact that neither s/he nor the vehicle driver is under duress.

- (i) Food service deliveries onto the compound by outside vendors will not be allowed. All such deliveries will be made to the warehouse or to the vehicle gate. Deliveries to food service will then be made by hand cart.
 - 1. If the delivery is such that a motorized vehicle is required, the guidelines listed in section (9)(a) of this procedure will apply.
 - 2. Exceptions may be made in the event of inclement weather and at those institutions where the warehouse is located on the compound and only upon the approval of the Shift Supervisor. Deliveries under such circumstances will be conducted under the requirements listed above in section (9)(a)-(h).
- (j) During formal counts, vehicles will be held at the gate area until the count is officially cleared.
- (k) **Vehicle Log (DC6-262):**
 - 1. The DC6-262 will be maintained by the gate officer for all commercial vehicles entering the secure perimeter and will include the following information:
 - a. name of driver,
 - b. name of company represented,
 - c. date and time of delivery,
 - d. content of the load, time in, and time out,
 - e. tag number of the vehicle, and
 - f. name of the employee responsible for escort/supervision.
 - 2. This DC6-262 will also be used for institutional vehicles to include the following information:
 - a. name of driver,
 - b. tag number,
 - c. time in and out, and
 - d. number of inmates on board.
- (l) In situations where life threatening medical emergencies (as determined by institutional medical staff) exist, the normal search requirements for vehicles entering and exiting the institutional compound via the vehicle gate will be suspended for ambulances called to provide emergency transport.
 - 1. In order to expedite the ambulance entrance/exit, security staff will:
 - a. meet the ambulance at the gate, and
 - b. provide constant observation of the vehicle until the ambulance exits the compound.
 - 2. Such vehicles will be:
 - a. logged on the DC6-207, and
 - b. when applicable, the DC6-262.
 - 3. If the DC6-262 is used in addition to the DC6-207, emergency vehicles will not be delayed to record information required in subsection (9)(k)2 or the requirement in section (9)(j) above.
- (m) Pedestrian traffic through the vehicle gate will be restricted to only those persons whose job responsibilities require use of this entrance/exit area; it will not be used for convenience at any time. The Warden will determine what pedestrian traffic will be permitted through this gate.

- (n) All controls for pedestrian and vehicle gates will be operated from a secure location that is not accessible to inmate traffic. The Correctional Officer responsible for maintaining security of the gate from which inmate work squads and/or vehicles depart/enter must ensure that the integrity of this area is never compromised. Each institution will establish a system of communication with the gate officer and the location from which the gates are controlled to ensure that there is never any doubt that the officer requesting the opening of the gates is under no duress.

(10) CONTRACTORS/VENDORS:

- (a) Each contractor, subcontractor, and vendor will provide the following information on each employee prior to entrance into a correctional institution. This process will include each individual associated with the project during each phase through completion:
 - 1. full name,
 - 2. sex,
 - 3. race,
 - 4. address,
 - 5. telephone number,
 - 6. date of birth, and
 - 7. social security number.
- (b) With the intent of maintaining security upon the institution's grounds, a background check will be made upon all persons employed by the contractor or vendor or who work on any project.
 - 1. These reports will be submitted to the Warden for review. The Department, represented by the institution's Warden, reserves the right to reject any person whom it determines may be a threat to the security of the institution.
 - 2. Any individual contract employee or vendor with an arrest or conviction history must be evaluated by the Warden or Duty Warden for approval or disapproval to enter the institution. For those instances when a contractor or vendor disputes or takes exception to the decision to disapprove entry by the Warden, the incident will be referred to the Regional Director for review and resolution, however, the Warden's decision to disapprove entry stands pending the regional review. The Regional Director will be the final reviewing authority and her/his decision will be final.
 - a. An ex-offender will not be considered until at least three (3) years have elapsed since release from custody or supervision of the Department or other county/state/federal correctional agency.
 - b. An individual under long term supervision must have completed at least five (5) years of supervision, have a satisfactory record, and receive the written approval of the Judge or Florida Commission on Offender Review and the Correctional Probation Officer.
 - c. An ex-offender will not be considered if prosecuted and found guilty of assaulting correctional staff or a Law Enforcement Officer or escaping from a correctional facility while incarcerated.
 - d. An ex-offender's record of institutional adjustment and/or adjustment to supervision will be evaluated and considered prior to approval.

3. An ex-employee who terminated or resigned under duress will not be considered for approval until at least three (3) years have elapsed from the date of termination or resignation.

- (c) Each contractor, her/his employees, subcontractors, and vendor working inside the institution will be required to read and sign the DC6-264, outlining their responsibilities regarding tool, sensitive item, and contraband control prior to being allowed entrance into a correctional institution. These forms will be kept on file in the Warden's office. A copy will be provided to the Chief of Security.

(11) TESTING/CALIBRATION OF WALK THROUGH METAL DETECTORS:

- (a) Daily and/or weekly testing of each walk through metal detector will be conducted in accordance with "Walk Through Metal Detector Testing/Calibration," NI1-067.
- (b) No person will randomly change calibration settings unless in accordance with these tests or with expressed prior approval of the Chief of Security or higher authority.
- (c) The Chief of Security will be responsible for ensuring the compliance of testing/calibration of all walk through metal detectors located at her/his facility.

/S/

Chief of Staff