

DCC Supervision → Violations → Search → Personal Search

PERSONAL SEARCH

A personal search is a search of a client's person, including but not limited to, the client's pockets, "patting down" the client's body, examination of the client's shoes and hat, and inspection of the client's mouth. Every personal search shall be documented in the client's case record. Strip searches are prohibited.

POSC trained staff may conduct a personal search under any of the following circumstances:

- If the agent has reasonable grounds to believe the client possesses contraband.
- At the direction of a supervisor.
- Before a client enters or after a client leaves the secure enclosure of a correctional institution, jail, or detention facility. If law enforcement is present they should be utilized to conduct the personal search.
- Before a client enters the agent's office.
- When a client is taken into custody.

Every time a client has been placed in restraints, a thorough systematic search shall be conducted by a POSC trained staff member as soon as it is reasonably safe to do so.

Whenever possible, the client shall be searched by staff of the same gender or the identified gender of the staff member, at the request of and in conjunction with a transgender staff member preference. If only opposite gender staff are available, another staff shall observe the search. Transgender, transsexual, or intersex clients may be searched by female staff or the client may be asked to indicate which gender staff is preferred to perform the search.

DCC Supervision → Violations → Transporting Offenders in Custody

(2/9/23)

04 VEHICLE TRANSPORTS

The following procedures apply to all transports:

1. Only DOC fleet vehicles may be utilized.
2. A ([DOC-2335](#)) Transport/Exception Request must be completed whenever transport assistance is being requested from a Transport Sergeant or when an exception, as outlined on the ([DOC-2335](#)), is being requested. Routine transports planned and

conducted at the local level that are not seeking approval for an exception or are not seeking assistance from a Transport Sergeant do not require a ([DOC-2335](#)). Final approval for Transport Sergeant requests will be made by the transport sergeant supervisor. Final approval for POSC-trained staff to conduct a transport when exceptions are requested will be made by the agent's supervisor.

3. The number of offenders in the vehicle shall not exceed the number of DOC staff except as noted and approved on the ([DOC-2335](#)).
4. Transport vehicles shall be inspected prior to and after each transport to ensure that no contraband or other potentially dangerous items are present.
5. Only mechanical restraints provided by DOC may be utilized.
6. Regardless of the type of transport, mechanical restraints shall be present in the transport vehicle.
7. Any time restraint belly chains are used, leg irons shall also be used.
8. When taking offenders who may be pregnant into custody, or when securely transporting offenders who may be pregnant, the offender should be handcuffed in the front. The use of belly chains and leg irons is not authorized for pregnant offenders. Special care should be taken to minimize the risk of falling. If the offender is uncooperative, law enforcement should be contacted.
9. If more than one offender is being transported and one is considered secure, the provisions of the secure transport apply to all offenders.
10. Extraneous items, including but not limited to offender property, must be stored in an area not immediately accessible to offenders, if possible. If not possible, precautions should be taken so that the items cannot be accessed during transport.
11. Only DOC POSC trained staff shall be present on transports.
12. Staff shall remain alert and continue to monitor offenders or third parties being transported.
13. At least one staff person on each transport must be in possession of a DOC provided cell phone.
14. At least one staff person **shall identify as** the same gender as the client or any third parties being transported. Transgender, transsexual, or intersex offenders should be accommodated by having both male and female staff on the transport. Exceptions must be noted and approved on the ([DOC-2335](#)).
15. Rest stops should be made where there is little traffic congestion.

16. If possible, offenders should not be taken into public dining rooms. Fast food drive-through restaurants are preferable when bag lunches provided by institutions are not available.
17. The names of all state employees and non-DOC persons riding in fleet vehicles shall be logged on the ([DOC-2280](#)).
18. Under no circumstances is any non-state employee permitted to operate a fleet vehicle.
19. Use of safety belts and child restraints must be utilized in accordance with Wisconsin law.