



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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## Program Statement

OPI: SEC  
Number: 5010.3D  
Date: February 29, 2008  
Supersedes: 5010.3C  
Subject: Contraband Control

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1. **PURPOSE AND SCOPE.** To establish procedures designed to prevent the introduction and trafficking of contraband within the DC Department of Corrections (DOC), Central Detention Facility (CDF)
2. **POLICY.** It is the DOC policy to minimize the possession and introduction of contraband into the facilities and to detect it when present in the facilities.
3. **APPLICABILITY.** This directive is applicable to all DOC employees, inmates and individuals who enter a DOC facility.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. The security, safety and orderly operation of the CDF will be maintained.
  - b. A regular system of searches and inspections will be implemented to prevent the introduction and trafficking of contraband.
  - c. Appropriate sanctions will be levied against any individual who attempts to introduce, introduces or traffics contraband within DOC facilities.
5. **DIRECTIVES AFFECTED**
  - a. **Directives Rescinded**

PS 5010.3B	Contraband Control
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  - b. **Directives Referenced**
    - 1) PS 5009.2 Searches of Inmates, Inmates Housing Units, work and Program Areas
    - 2) PS 4080.1 Inmate Visiting Regulations
    - 3) DO 6050.2 Inmate Drug Testing

- 4) PS 5300.1 Inmate Disciplinary Housing and Administrative Housing Procedures

6. **AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules [Formerly §24-442.]

7. **STANDARDS REFERENCED**

- a. American Correctional Association 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-3A-01.
- b. American Correctional Association 4<sup>th</sup> Edition Performance Based Standards for Adult Local Detention Facilities 4-ALDF-2C-01; 4-ALDF-2C-04 and 4-ALDF-2C-06.

8. **NOTICE OF NON-DISCRIMINATION.**

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
- b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to services, programs and activities.

9. **Definitions.** For the purpose of this order, the following definitions apply to items possessed by inmates:

- a. **Major Contraband** – Major Contraband includes but its not limited to:
  - 1) Knives, blackjacks, guns, home made weapons, any other weapon, tool, roping, civilian clothing, service uniforms of any kind, flammable substances or syringes, vessels containing urine, feces or other body fluid.
  - 2) Any illegal drug or controlled substance unless prescribed by a physician.
  - 3) Smoking materials (i.e., matches, lighters) and/or tobacco products.
  - 4) Any unauthorized locking device, key, lock pick or other device capable of destroying, altering, interfering with or damaging any security equipment.
  - 5) Cellular telephones and accessories.

- b. **Serious Contraband** – Serious Contraband includes but is not limited to:
  - 1) Making, attempting to make, or usage of any intoxicating beverage.
  - 2) Currency or coins.
  - 3) Chewing gum.
- c. **Minor Contraband** – Any article, other than those defined as major or serious contraband which is not issued by the Institution, not purchased from the Canteen or not specifically authorized by the Department of Corrections.
- d. **Nuisance Contraband** - Any authorized item(s) maintained by inmates which, when stored in excess, may create a health, safety or fire hazard. In addition, any authorized item which has been altered from its original form or used for a purpose other than originally intended is contraband.

## 10. Procedures

### e. **Accountability and Storage of Contraband**

When any DOC employee discovers Major or Serious Contraband as outlined above, that employee will:

- 1. Confiscate the item;
- 2. Notify his/her supervisor of the discovery;
- 3. Document on a DCDC 1 form who the contraband item was taken from, the location and time of the discovery, and the immediate action taken;
- 4. The Shift Supervisor will then take it to the Command Center or other designated area and place it in a plastic contraband bag. The bag will be labeled with the following information:
  - a. A description of the Contraband item;
  - b. Where the Contraband item was found;
  - c. The name of the inmate/resident/student suspected of having the Contraband;
  - d. The name of the victim (if applicable);
  - e. The rank and name(s) of the employee(s) recovering the Contraband item;


- f. The date and time of recovery; and
  - g. The recovering employee(s) signature verifying that all information on the label is correct.
- 5. Complete a Chain of Custody Form (Attachment 2)
- 6. Assign the contraband item a number in accordance with the sequential numbering located on the Contraband Log.
- 7. After the Contraband item has been properly labeled and the plastic bag sealed, the contraband will be secured in the contraband locker.
- 8. Complete the Contraband Log.
- 9. Prepare an inmate disciplinary report, if necessary.
- f. If any Contraband is suspected to be a controlled substance, it will be tested on-site prior to placement in a plastic bag and a chain of custody label attached. The Office of Internal Affairs shall be notified.
- g. If the confiscated Contraband item is suspected to have been used in a crime and/or if criminal charges are anticipated, the Shift Commander will notify the Office of Internal Affairs.
- h. Drugs, weapons and other major contraband shall be held until turned over to another law enforcement agency or until final disposition of any criminal or administrative proceeding.
- i. Confiscated monies are to be recorded on the contraband log, including the serial number of the money, photocopied, and turned into the Inmate Finance Office. The Inmate Finance Office will be required to sign the Chain of Custody Form to indicate receipt. The monies will then be deposited into the DC General Fund.
- j. All confiscated medication will be returned to the Medical Department for identification. The Medical department will then follow all legal guidelines as to the proper procedure for the handling of confiscated medication.
- k. Department property seized as contraband shall be inventoried and returned to the appropriate location (i.e. Receiving and Discharge, Recreation, Supply etc.)
- l. Nuisance contraband shall be inventoried and disposed of in a secure dumpster, compactor or by other appropriate method.
- m. Each time a contraband item is released or received each person receiving and releasing the contraband will be required to record the date, reason for transfer, and signature on the Chain of Custody Form. The Chain of Custody Form will be maintained by the Facility Security Supervisor.

## 11. STORAGE

- a. A secure locker/safe shall be identified and used to store contraband. This locker/ safe shall be located in an area accessible to supervisors on all shifts.
- b. The keys and/or combination to the contraband locker/safe shall be restricted. Only the Facility Security Supervisor or other person/persons designated by the Warden shall be permitted access to the keys and/or combination.
- c. All items placed in or removed from the contraband safe shall be recorded on the contraband log (Attachment 1)
- d. The Facility Security Supervisor shall maintain an accurate inventory of all items maintained in the safe.
- e. The Facility Security Supervisor will ensure that all Chain of Custody Reports are complete and accompany each item of contraband. The Facility Security Supervisor will ensure that the Contraband Log is accurate and complete.
- f. The Facility Security Supervisor will make daily checks of the contraband locker to ensure accountability of the contraband.

## 12. Disposal of Contraband

- a. The date of disposal will be indicated on the contraband log along with the disposing authority's signature and method of disposal.
- b. Disposal of contraband will be witnessed and verified by at least one (1) additional staff member. The witnessing staff member will initial the contraband log that disposal was completed.
- c. When approved for disposal by the Warden, contraband weapons shall be rendered safe and disposed of in a secure dumpster, compactor or by other appropriate method.
- d. Contraband drugs shall be recorded on form PD 81. The Chief of Internal Affairs will be contacted to arrange for pick up and disposal by Metropolitan Police Department.

  
Devon Brown  
Director