	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 1, 2024	<b>POLICY NO.:</b> COR.08.13
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.08.13 & MAY 7, 2018	
<b>SUBJECT:</b> <b>DUTY ASSIGNMENT FOR CORRECTIONS OFFICERS</b>		Page 1 of 3	

## 1.0 PURPOSE

To provide guidelines for Corrections Officers' duty assignments and prevent the possibility of their being placed in compromising situations with offenders of the opposite gender.

## 2.0 SCOPE

This policy shall apply to all correctional facilities within the Department.

## 3.0 REFERENCES, DEFINITIONS, AND FORMS

### .1 References

- a. Hawaii Revised Statutes (HRS) 26-14.6. Department of Public Safety.
- b. Department of Corrections and Rehabilitation (DCR) Policies and Procedures (P&P), ADM.08.08: Prison Rape Elimination Act.
- c. DCR Policies and Procedures (P&P), COR.08.31 Searches of Inmates.
- d. DCR Policies and Procedures (P&P), COR.08.23 Count Principles and Procedures.

### .2 Definitions

- a. Exigent Circumstances - Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.
- b. Pat Search – A pat search plus the loosening of clothes; loosening of the belt; shaking out brassiere; removing shoes; opening and wagging tongue; removing wig; visual inspection of the mouth, nose, and ears without probing; and a search of items such as hat and gloves. A full frisk search does not include a strip search.
- c. PREA Knock and Announce – Staff of the opposite gender are required to “knock and announce” their presence when entering an offender housing unit. This announcement must be recorded in the logbook/informer. For

**NOT CONFIDENTIAL**

DCR  P & P M	<b>SUBJECT:</b>  <b>DUTY ASSIGNMENT FOR CORRECTIONS OFFICERS</b>	<b>POLICY NO.:</b> <b>COR.08.13</b>
		<b>EFFECTIVE DATE:</b> <b>January 1, 2024</b>
		<b>Page 2 of 3</b>

example: *“Male/Female on the floor conducting walkthrough, etc., please ensure that you are properly dressed.”*

- d. **Strip Search:** Removal and inspection of clothes and a visual inspection of all body surfaces including body areas immediately adjacent to the opening of body cavities. A strip search shall not include a search of a body cavity other than the mouth, nose and ears, and shall not include any probe or intrusion search or the removal of blood, hair, or any other substance.

#### 4.0 **POLICY**

Corrections Officers shall be assigned in a manner that will protect the privacy of offenders of the opposite gender as well as prevent them from being placed in compromising situations.

#### 5.0 **PROCEDURES**

- .1 Corrections Officers shall not participate in or watch strip searches of offenders of the opposite gender unless it is an exigent circumstance.
- .2 Corrections Officers shall not conduct pat or frisk searches of offenders of the opposite gender unless it is an exigent circumstance.
- 3. Non-uniformed female staff members who have been trained may conduct pat or frisk searches of female offenders at the authorization of the Facility Warden
- .4 Corrections Officers of the opposite gender are required to “knock and announce” their presence when entering an offender housing unit and ensure that this notice is logged in the Informer or Log Book. This is called the “PREA Knock and Announce” requirement.
- .5 Corrections Officers shall not participate in an occupied toilet (actually using the restroom) or shower inspections (actually showering) of offenders of the opposite gender, unless the audible “PREA Knock and Announce” requirement was initiated and logged.
- .6 Corrections Officer shall comply with the “knock and announce” requirement prior to conducting an inspection or head count of dormitories or cells occupied by offenders of the opposite gender.
- .7 In an exigent circumstance, as determined by the highest-ranking officer of the watch, commonly referred to as the Watch Commander, Corrections Officers


**NOT CONFIDENTIAL**

DCR  P & P M	<b>SUBJECT:</b>  <b>DUTY ASSIGNMENT FOR CORRECTIONS OFFICERS</b>	<b>POLICY NO.:</b> <b>COR.08.13</b>
		<b>EFFECTIVE DATE:</b> <b>January 1, 2024</b>
		<b>Page 3 of 3</b>

may be authorized to conduct or witness searches of offenders of the opposite gender only when:


- a. There is an exigent situation and there are no Corrections Officers of the same gender immediately available to perform such duties and
  - b. The exigent circumstance based on the facts available at the time reasonably indicates that there is a threat to the security or good management of the facility, or that human life and safety are in imminent danger.
- .8 Immediately after managing the incident based on exigent circumstances whereby a Correctional Officer of the opposite gender conducted a pat search or strip search the Watch Commander shall complete the PREA Mandatory Reporting form DCR 8317 to document the actions of staff and distribute it as required by ADM.08.08 – Prison Rape Elimination Act.
- .9 The Watch Commander shall also submit a written report to the Warden via the Chief of Security, which shall detail the specific exigent circumstances, the action taken, and reports from all of the participants. This report shall be kept on file by the Chief of Security for a period of three (3) years.

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections

**JAN 0 1 2024**  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
DIRECTOR

**JAN 0 1 2024**  
\_\_\_\_\_  
Date

**NOT CONFIDENTIAL**

