

SEARCH VOLUNTEER

Search volunteers are responsible for searching residents as they arrive in the shelter.

- Introduce yourself and inform residents that you are going to search them and their belongings. Ask for their cooperation. Most will cooperate well when an explanation is provided. While conducting searches, converse with residents. This makes the process easier for all.
- Do not physically touch a resident or their belongings at any time during a search. If someone refuses to comply or empty their pockets, notify the coordinator or shelter staff. Refusal to be searched may result in eviction from the shelter.
- Ask them to remove all items from all pockets (coat, shirt, pants) and place them on the table. Have them place all book bags and carrying items on the table.
- Ask them to remove all outer gear. Look for large items in pockets and bags.
- Ask them to remove all items from their back packs. Look for contraband including drugs, alcohol or weapons.
- Alcohol is not permitted on REACH property. Confiscate and dispose of alcohol.
- After the resident removes their outerwear and empties their pockets, use the metal detector wand to scan their body. Start at their right shoulder and continue along the outline of their body curving up at the ankles up the inside of their legs.
- The wand detects all metals so expect the wand to vibrate or beep during each scan. When metal is detected, visually verify or ask the resident to verify the metal setting off the wand. Notify the coordinator or shelter staff of any concerns during the scan.