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## Search Volunteer

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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 not being able to enter the shelter.

### X-Ray Machine

- Ask residents to remove their jackets, empty pockets, and place belongings in bins to be scanned through the x-ray machine.
- Scan each bin or bag 1-by-1 through the machine, taking the time to examine the image displayed.
  - Hold the (X-Ray On) button down until the image appears on the screen. Once you have examined the issue, hold the same button down until the bag leaves the machine.
  - Dark masses are those consisting of dense metal. Attempt to identify these and if unable to ask the resident if they have anything metal in their belongings. The bag can be removed from the scanner and searched if necessary to determine any questionable items.
- If a weapon is located, this needs to be given to the front desk volunteer to be "Checked". The resident can have the item again in the morning prior to them leaving.
- If drugs or alcohol are found, please notify staff.

### Metal Detector Wand

- 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.