



INTERNAL MANAGEMENT POLICY & PROCEDURE	SECTION NUMBER 12-103	PAGE NUMBER 1 of 36
	CHAPTER & SUBJECT: SECURITY AND CONTROL: Searches and Contraband Control	
Approved By:  Teresa Williams, Acting Commissioner		Original Date Issued: 10/15/04 Current Amendment Effective: 01/04/13 Replaces Amendment Issued: 08/14/12

STAFF READ ONLY

POLICY

The Juvenile Justice Authority (JJA) has established search procedures for conducting searches that detects, deters, and controls the introduction, manufacture, possession and/or conveyance of contraband within the juvenile correctional facilities. This policy shall be reviewed annually and updated, as necessary.

DEFINITIONS

Alerting: The dog's signal that it has detected the presence of illegal contraband.

Barrier Screen: A physical barrier between humans and search dogs. It allows the odor of illegal substances to flow freely from persons, personal effects and property through the screen without allowing the search dog to come into direct contact with the person or elements being search.

Body Cavity: The interior of the human body not visible by normal observation; such as the anal cavity and the vagina.

Body Cavity Search: A manual or instrument inspection of an individual's anal or vaginal body cavities.

Canine (K-9) Searches: The passive scrutiny of the juvenile offender, juvenile offender's property and State property by dogs trained to indicate the presence of the odor of narcotics or other contraband.

Contraband: Any item or article in the possession of any individual or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.

Full Frisk Search: Includes all elements of a pat down search and, in addition, the loosening of clothes and belts, shaking out loose clothing and brassieres, removing shoes, visual inspection of the mouth, nose and ears without probing, search of a person's head hair by hand or with a comb, and removing wigs or prosthetic devices.

Gender: The social construct used to:

- Classify a person as a man, woman, both or neither; and
- Encompasses all relational aspect of social identity, psychological identity, and human behavior.

Gender Identity and Expression: An individual's internal, personal sense of his/her own gender that is communicated to others by his/her gender expression, appearance, identity or behavior regardless of the individual's birth-assigned sex.

Gender Identity Disorder (GID): A recognized health condition that involves a strong and consistent cross-gender identification and a persistent disassociation with a person's birth-assigned sex. GID is a stable, non-violent condition that is not due to psychosis.

Gender Variant: An individual who displays gender traits that are not generally associated with his/her birth-assigned sex. Gender Variant individuals may not identify as male, female, or transgender.

Hot Spots: Areas identified in a facility that may realize the maximum benefit of a canine search including, but not limited to juvenile offender housing units, workshops, classrooms, access areas, etc.

Intersex: A person who is born with genitalia and/or secondary sex characteristics determined as neither exclusively male nor female or that combines features of the male and female sexes.

Lesbian, Gay, Bisexual and Heterosexual: An individual's enduring physical, romantic and/or emotional attraction to other people.

Pat Search: The manual body search of an individual that requires the removal of outer clothing, e.g., coats, hats, gloves; emptying of pockets; and inspection of papers, bags, books, or other carried item.

Predetermined Random Pattern Search: A search conducted in a systematic, controlled, fair, and impartial manner based upon a consistent plan or routine that objectively selects the individual to be search, i.e., every third, every fifth, etc.

Reasonable Suspicion: A conclusion drawn from specific, objective facts that would permit a reasonable and experienced correctional staff person or JJA special investigator to suspect that an individual or set of circumstances poses a threat to facility security, or to the health, safety, and security of juvenile offenders, staff, visitors, contractors, or the general public including, but not limited to, committing or conspiring or attempting to commit a crime or rule violation.

Reasonable Suspicion Search: The search of person, property, or area where there is a reasonable suspicion that a law or policy has been violated.

Strip Searched: A visual inspection of an individual's unclothed body and thorough search of the unworn clothing to detect concealed contraband.

Transgender: An overall term used to describe people whose gender identity and/or gender expression differs from their birth-assigned sex, whether or not they have changed their biological or hormonal characteristics. The term includes transsexual people.

Transition: Altering one's birth sex is a complex progression that occurs over a long period of time and includes, but not limited to:

- Making personal, legal and medical adjustments;
- Telling one's family, friends, and/or co-workers;
- Changing one's name and/or sex on legal documents;
- Undergoing hormone therapy; and
- Possibly (though not always) undergoing one or more forms of surgery.

Transsexual: A person who establishes a permanent identity with the opposite gender from their birth-assigned sex. Some, but not all, transsexual people undergo medical treatments to change their physical sex so that it is in line with their gender expression.

Vendor: A person not employed by JJA who enters the secure facility for the purpose of providing a service or making a delivery.

Visitor: Any person not assigned to work at the facility that is visiting the facility for any purpose.

PROCEDURES

I. General Allowable Property Guidelines

- A. All employees, contract staff, and volunteers shall be allowed to possess items of personal property listed in the Schedule of Allowable Employee/Contract Staff/Volunteer Property (Attachment A).
- B. Schedule of controlled property for employees, contract staff, or volunteers.
 - 1. If an employee, contract staff, or volunteer needs to possess personal property within a juvenile correctional facility that is not included in the Schedule of Allowable Employee/Contract Staff/Volunteer Property (Attachment A), the employee, contract staff, or volunteer shall:
 - a. Complete the Request for Controlled Employee/Contract Staff/Volunteer Property form. (Attachment B, Form #12-103-001)
 - b. Submitted the Request for Controlled Employee/Contract Staff/Volunteer Property form (Attachment B, Form #12-103-001) to the juvenile corrections director for approval prior to bringing the property into the facility.
 - (1) Approval for such requests shall be subject to the following conditions:
 - (a) Prescription medications that require injection via hypodermic needle shall be stored in the refrigerator in the shift supervisor's office.
 - (b) Electronic devices (e.g., non-JJA issued communication devices, MP3 player, iPod tablet, radio, television, coffee pots, microwave oven, refrigerator, etc.) shall be considered on a case-by-case basis depending on:
 - (i) The security needs of the facility;
 - (ii) Energy consumption of the device;
 - (iii) Possible fire hazards; and
 - (iv) The duties and physical location of the employee.
 - (2) Prior to bringing the property into the facility, the employee shall also submit an Inventory of Controlled Employee/Contract Staff/Volunteer Personal Property (Attachment C, Form #12-103-002) to the juvenile corrections director.
- C. All visitors shall be allowed to possess personal property listed in the Schedule of Allowable Visitor Property (Attachment D).
 - 1. The superintendent has the discretion to require any visitor to securely store personal property or remove personal property from the facility prior to visiting with any juvenile offender, even if the items are on the Schedule of Allowable Visitor Property (Attachment D).
- D. All person and property brought into a juvenile correctional facility shall be subject to search by facility personnel, JJA special investigators, and outside law enforcement at the request of the superintendent.

II. Notice of Search Requirement

- A. A notice shall be displayed near the entrance to each juvenile correctional facility that states the following:
 - 1. In English, **“All persons entering upon these grounds are subject to routine searches of their person, property, or packages.”**; and,

2. In Spanish, **“Todas personas que entren en esta terretorio tendran que ser esculcadas rutinamenta de persona, propiedades, o paquetes.”**
- B. The following legal citation shall also be shown on the face of the sign: “K.S.A. 21-5914 and K.A.R. 123-2-111”.
- C. The sign shall be placed so as to maximize its visibility for those intending to enter the juvenile correctional facility.
- D. The above statement shall also be included in printed information made available to juvenile offenders for distribution to potential visitors.

III. Contraband Control (4-JCF-2A-20)

- A. Each superintendent shall ensure searches include, but are not limited to:
 1. Unannounced and irregularly times searches of juvenile offenders, living units, and facility areas.
 2. Search of all vehicular traffic and supplies coming into the institution;
 3. Perimeter searches including specific areas outside the secure perimeter;
 4. Prohibited use or conveyance of wireless devices inside the secure portion of the facilities unless authorized by the superintendent or designee;
 5. Use of metal detectors at entrances;
 6. A complete search of each cell prior to occupancy by a new juvenile offender;
 7. Requirements for the search of juvenile offender religious items;
 8. Avoidance of unnecessary physical intervention, embarrassment, or indignity to the juvenile offender;
 9. Staff training in effective search techniques that protect both the juvenile offender and staff from bodily harm;
 10. Use of non-intrusive sensors, e.g., ex-ray machines or other techniques, whenever feasible;
 11. Establish procedures for placement on dry cell status; and
 12. Conduct of search to control contraband, recover missing or stolen property, and prevent escapes.
- B. Staff shall be instructed to intercept movement of weapons and contraband through:
 1. The use of metal detectors at fixed posts;
 2. Searches of moveable equipment, such as utility and food carts;
 3. Use of dry cell procedures;
 4. Routine and recurring cell searches; and
 5. Routine and random searches of juvenile offenders in living units and as they move from one area to another.
- C. Contraband confiscated during any search shall be handled pursuant to existing policy and state law.

IV. Pre-Search Procedures

- A. In cases where it has been determined by the JJA special investigator that reasonable suspicion exists that an individual will attempt or has attempted to bring contraband into a juvenile correctional facility:
1. The individual shall be prohibited from entering onto facility grounds if that individual has not yet entered onto the facility grounds;
 2. If the individual is already on facility grounds, the individual shall be detained by the JJA special investigator and a reasonable effort shall be made to obtain a consent waiver from the individual by using the Consent to be Searched form (Attachment E, Form #12-103-003).
 3. Additionally, the JJA special investigator may contact outside law enforcement for assistance with the detention, interview, search, and possible arrest of the individual.
- B. If any individual is found in possession of contraband, he/she shall be ordered to remain at the juvenile correctional facility pursuant to K.S.A. 38-2386, and the JJA special investigator and the superintendent/designee shall be notified immediately by the person making such order.
1. The JJA special investigator shall then begin a criminal investigation.
 2. The JJA special investigator may contact outside law enforcement for assistance with the detention, interview, search, and possible arrest of the individual.

V. Grounds for Searches of Juvenile Offenders

- A. All searches of juvenile offenders in the custody of the commissioner shall be conducted under the following circumstances:
1. A juvenile offender shall be strip searched:
 - a. Any time the juvenile offender is returning to a juvenile correctional facility from contact with the general public or from outside the facility including, but not limited to:
 - (1) Upon initial admission;
 - (2) Upon apprehension from an escape or attempted escape;
 - (3) Upon re-entry to a facility after leaving the security perimeter; and
 - (4) Upon the conclusion of a contact visit.
 - b. Upon the juvenile offender's admission to segregation; and
 - c. In response to reports of missing or stolen facility property, e.g., keys, tools, or other items that would impact the safety of staff, juvenile offenders, the public, and/or the security or maintenance of the facility operation.
 2. Predetermined random pattern pat down searches, canine searches, full frisk searches, and/or strip searches of juvenile offenders shall be conducted whenever necessary to ensure the safety and security of the facility.
 3. If a juvenile offender is found to be in possession of drugs, alcohol, or derivatives, the following staff shall be notified:
 - a. Psychologist;
 - b. Health Services;
 - c. Substance Abuse; and

- d. Social worker.
- 4. The juvenile offender shall be escorted to Health Services immediately for an examination to determine if the juvenile is under the influence and/or needs further monitoring.
 - a. The escorting officer shall inform Health Services staff as to the reason for the examination in addition to the segregation clearance.
- B. Searches of juvenile offenders by medical personnel for medical purposes is not governed by this Facility Search Plan.

VI. Types, Procedures and Conditions of Searches

- A. Pat down and/or metal detector searches of employees, contract staff, volunteers, and visitors.
 - 1. A pat down and/or metal detector search may be conducted without meeting a specific standard of justification or written consent for any individual seeking access to a juvenile correctional facility.
 - a. Such searches/inspections may include, but are not limited to:
 - (1) Packages;
 - (2) Lunch pails;
 - (3) Bags;
 - (4) Briefcase,
 - (5) Purses; and
 - (6) Any other held or carried objects.
 - b. Such searches may include groups or individual employees, contract staff, and volunteers on a routine or random basis.
 - 2. Any individual who requests to be searched without the use of a metal detector either hand held or walk through shall be searched by another procedure as determined appropriate by the superintendent or designee.
- B. Pat down searches of juvenile offenders.
 - 1. A pat down search of juvenile offenders may be conducted at any time or place by any staff member trained and qualified in search procedures.
 - a. Such searches shall be conducted only by staff of the same gender as the juvenile offender being searched except in exigent circumstances.
 - b. Any cross-gender pat down searches shall be documented in writing and a report filed with the superintendent and the JJA chief attorney documenting:
 - (1) The date, time, and location of the search;
 - (2) The name and title of the officer conducting the search;
 - (3) The name and date of birth of the juvenile offender searched; and
 - (4) The specific factors existing that required the cross-gender search.

- c. Handheld metal detectors shall not be used in the pat down search of any juvenile offender identified by the facility health authority as having a cardiac pacemaker implanted within his/her person.
 - (1) The exclusion of such juvenile offenders from search by hand held metal detectors shall not be interpreted as exempting juvenile offenders with cardiac pacemakers from any other types of searches required to control contraband or to ensure the safety of staff and other juvenile offenders.
 - 2. While the search is being conducted, the juvenile offender shall be directed to stand in the erect position, feet apart, with arms extended outward, facing away from the person(s) conducting the search.
- C. Full frisk searches of employees, contract staff, volunteers, and visitors.
- 1. If, after a metal detector or pat down search has been conducted, there is reasonable suspicion that the employee, contract staff, volunteer, or visitor possesses contraband a full frisk search may be undertaken.
 - a. Prior to conducting a full frisk search, the individual shall be requested to provide written consent to the search using the Consent to be Searched form (Attachment E, Form #12-103-003) and approval is obtained and granted by the superintendent/designee.
 - (1) If the individual is an employee and refuses to provide written consent to be searched, he/she shall be presented with the Acknowledgment of Direct Order for a Search form (Attachment F, Form #12-103-004) for signature.
 - b. If written consent is provided and approval is granted by the superintendent/designee, the individual shall be removed to a private area before the search is conducted.
 - (1) Reasonable measures shall be taken to preserve the dignity and privacy of the person being searched.
 - (2) Unnecessary casual or public viewing of the search shall not be permitted.
 - c. Two (2) juvenile corrections officers trained in search procedures and of the same gender as the individual to be search shall conduct the search.
 - (1) One (1) officer shall conduct the search and one (1) officer shall act as a witness to the search.
 - 2. Response to search consent refusals.
 - a. Visitors.
 - (1) If a visitor refuses to be searched, the JJA special investigator shall be notified.
 - (a) The visitor shall be permitted to leave the facility grounds unless it has been determined that reasonable suspicion exists that the person was attempting to bring contraband in a correctional facility, and in such a case, Section IV.A., shall then apply.
 - (2) Refusal of a visitor to be searched shall be sufficient cause for the superintendent to suspend visiting privileges and remove the visitor's name from the juvenile offender's visiting list for up to a one (1) year period and restrict visiting privileges to non-contact visiting for up to a six (6) month period following the suspension.

determined that reasonable suspicion exists that the person attempting to bring contraband in a correctional facility.

- a. If reasonable suspicion exists that the person was attempting to bring contraband in a correctional facility, the JJA Special Investigator shall be immediately notified and Section IV.A., shall then apply.

F. Strip searches of employees, contract staff, or volunteers.

1. If, after a pat down or full frisk search has been conducted and reasonable suspicion exists that an employee, contract staff, or volunteer is carrying contraband; a strip search may be ordered and approved by the superintendent/designee, but only after consultation with JJA legal and approval by the commissioner.

- a. Prior to conducting a strip search, the employee, contract staff, or volunteer shall be requested to provide written consent using the Consent to be Searched form (Attachment E, Form # 12-103-003).

- (1) If the employee's written consent is not provided, he/she shall be presented with the Acknowledgment of Direct Order for a Search form (Attachment F, Form # 12-103-004).

- (2) In the event the contract staff or volunteer does not consent to the search, he/she shall be denied access to the juvenile correctional facility or escorted off the premises.

- (3) If it has been determined that reasonable suspicion exists that an employee, contract staff or volunteer was attempting to bring contraband into a correctional facility, the JJA Special Investigator shall be immediately notified and Section IV.A., shall then apply.

- b. If written consent is provided and approval is granted by the superintendent/designee, the employee, contract staff, or volunteer shall be removed to a private area before the search is conducted.

- (1) Reasonable measures shall be taken to preserve the dignity and privacy of the person being searched.

- (2) Unnecessary casual or public viewing of the search shall not be permitted.

- c. Two (2) juvenile corrections officers trained in search procedures and of the same gender as the individual to be search shall conduct the search.

- (1) One (1) officer shall conduct the search and one (1) officer shall act as a witness to the search.

- (2) If requested, the employee being searched may have one (1) witness, a fellow employee of the same sex who is on duty and readily available, present during the search.

G. Strip searches of juvenile offenders. (4-JCF-2A-22)

1. Strip searches of juvenile offenders shall be approved by the superintendent and conducted by a staff member trained and qualified in search procedures.

- a. A strip search shall be performed by and only in the presence of employees of the same gender as the juvenile offender being searched.

2. Strip searches shall be witnessed by at least one (1) staff person in addition to the person conducting the search.

3. The strip search shall be conducted in a private place which prevents the search from being observed by those not assisting in the search unless an emergency requires the search be conducted immediately and there is no opportunity to move to a private area or behind a privacy screen.
 4. When a strip search is to be conducted, the juvenile offender shall remove all articles of clothing and give them to staff for inspection.
 - a. While the juvenile offender is disrobed, juvenile correctional staff conducting the search shall:
 - (1) Visually inspect the juvenile offender's body with special attention to the following areas:
 - (a) Head;
 - (b) Hair;
 - (c) Mouth;
 - (d) Torso;
 - (e) Pelvic area;
 - (f) Legs, arms, and armpits;
 - (g) Feet and hands;
 - (h) Ears;
 - (i) Neck; and
 - (j) Nasal passages.
 - (2) The juvenile offender shall be required to:
 - (a) Spread legs;
 - (b) Bend over;
 - (c) Spread buttocks;
 - (d) Squat;
 - (e) Open mouth and move tongue; and
 - (f) Raise arms, genitals, and breasts, as applicable, during the visual inspection.
 5. At no time during the visual inspection shall the juvenile corrections officer conducting the search touch or conduct any physical intrusion into any body cavity.
 6. If an object of any kind is observed to be in a body cavity, the juvenile offender shall be restrained until such time as a body cavity search can be conducted in accordance with Section VI., J.
- H. Body cavity searches of employees, contract staff or volunteers.
1. Under no circumstances shall body cavity searches be conducted on employees, contract staff, or volunteers by any JJA employee.

2. If a search of a lesser degree than a body cavity search is not sufficient to allay reasonable suspicion that an individual possesses contraband, the individual shall be escorted from the facility grounds unless it has been determined that reasonable suspicion exists that the person was attempting to bring contraband in a correctional facility.
 - a. If reasonable suspicion exists that the person was attempting to bring contraband in a correctional facility, the JJA Special Investigator shall be immediately notified and Section IV.A., shall then apply.

I. Body cavity searches of visitors.

1. Under no circumstances shall body cavity searches be conducted on visitors shall by any JJA employee.
2. If a search of a lesser degree than a body cavity search is not sufficient to allay reasonable suspicion that an individual possesses contraband, the individual shall be escorted from the facility grounds unless it has been determined that reasonable suspicion exists that the person was attempting to bring contraband in a correctional facility.
 - a. If reasonable suspicion exists that the person was attempting to bring contraband in a correctional facility, the JJA Special Investigator shall be immediately notified and Section IV.A., shall then apply.

J. Body cavity searches of juvenile offenders. (4-JCF-4C-63)

1. A juvenile offender shall be subject to a body cavity search when there is reasonable suspicion to conclude that the juvenile offender possesses contraband inside a body cavity.
2. Prior to a body cavity search being conducted, written authorization shall be obtained from the superintendent or designee.
 - a. Upon approval by the superintendent or designee, the juvenile offender shall be informed that a body cavity search has been requested and shall be asked to sign Part I of the Juvenile Offender Consent/Authorization for Body Cavity Inspection form (Attachment G, Form # 12-103-005)
 - (1) If the juvenile offender refuses the body cavity search, but the superintendent or designee believes that failure to do the search presents a threat to the security and orderly operation of the facility or a clear and imminent danger to the juvenile offender or others, the superintendent or designee shall complete Part II of the Juvenile Offender Consent/Authorization for Body Cavity Inspection form (Attachment G, Form #12-103-005) and direct the medical personnel to proceed with the search.
 - (2) If the juvenile offender refuses the body cavity search and the superintendent or designee does not believe the search should be conducted, but still has a reasonable suspicion that the juvenile offender has contraband concealed in the juvenile offender's body, the superintendent or designee may order the juvenile offender be placed in a stripped, secured cell and provided a bedpan.
 - (a) The juvenile offender shall remain in the cell under close observation until sufficient time has passed to permit expulsion of any contraband.
 - (b) All appropriate notice, hearing, and review requirements shall be satisfied.

- b. Body cavity searches may only be conducted by a licensed physician, physician assistant, licensed practical nurse, registered nurse, advanced practice registered nurse, or nurse practitioner, acting with the approval of a licensed physician.
 - (1) Medical personnel who perform a body cavity search need not be of the same gender as the juvenile offender being searched.
 - (2) All other non-medical personnel present during the search shall be of the same gender as the juvenile offender.
 - c. A body cavity search on pregnant female juvenile offenders shall be conducted by an obstetrician-gynecologist (OB/GYN) physician or nurse practitioner or in consultation with the OB/GYN physician.
 - d. The search shall be conducted in a place that prevents it from being observed by persons not conducting or assisting with the search.
 - e. An incident report shall be completed any time a body cavity search is conducted.
- K. Search of transgender/gender-variant juvenile offender:
- 1. Pat searches.
 - a. If there is prior knowledge that a juvenile offender is transgender/gender-variant and a pat search is required, the officer performing the search shall be of the same sex as identified by the juvenile offender's transgender/gender-variant search preference.
 - b. The juvenile offender shall sign the Transgender/Gender-Variant Juvenile Offender's Statement of Search form (Attachment H, Form #12-103-006) indicating initial preference, preferred name, and preferred pronoun.
 - 2. Strip searches.
 - a. When a strip search is required for a transgender/gender-variant juvenile offender, the search shall be conducted by an officer and overseen by a supervisor.
 - b. The officer and supervisor shall be of the same sex that is listed in Section I. of the Transgender/Gender-Variant Juvenile Offender's Statement of Search form (Attachment H, Form #12-103-006).
 - c. Strip searches shall not be performed as a punitive measure.
 - d. Strip searches shall not be done for the sole purpose of observing the juvenile offender's genitalia or determining gender.
 - e. If the gender of the juvenile offender cannot be determined or he/she refuses to disclose his/her gender in the Transgender/Gender-Variant Juvenile Offender's Statement of Search form (Attachment H, Form #12-103-006), the Health Services staff may be consulted to assist in making a determination.
 - (1) If the juvenile offender's genital status is unknown by facility staff, it may be determined during conversations with the juvenile offender, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical doctor.
 - (2) If the juvenile offender refuses a medical examination, the refusal shall be indicated in Section II. of the Transgender/Gender-Variant Juvenile Offender's Statement of Search form (Attachment H, Form #12-103-006).

- L. Canine detection/screening.
 - 1. Canine detection screening personnel and canines from other law enforcement or corrections agencies may be used at a juvenile correction facility or other JJA operated locations.
 - a. Privately owned canines shall not be authorized for use by staff.
 - 2. Canine searches shall be conducted with a search team of employees designated by the superintendent to assist the dog handler(s).
 - a. Officers handling the detention dogs shall be responsible to control the dog and to advise the search team members when a dog has indicated the presence of an odor of contraband.
 - b. All dogs used in canine searches shall be appropriately trained and routinely certified for reliability; and,
 - c. All officers used as dog handlers shall be trained and qualified for the duty assignment.
 - 3. Canine searches shall not be conducted via direct contact between the dogs and the subjects of the search, but shall be conducted with the dogs behind barrier screens.
 - a. Under no circumstances shall the search dogs be permitted to directly search any individual.
 - 4. All persons, including employees and juvenile offenders, entering the grounds of a juvenile correctional facility are subject to canine drug detection screening.
 - a. If the canine “alerts” on a person, the individual shall be ordered to remain at the juvenile correctional facility pursuant to K.S.A. 38-2386, and the JJA special investigator and the superintendent/designee shall be notified immediately by the person making such order.
 - (1) Additionally, a canine alert is sufficient cause to require further searches as requested by the JJA special investigator or the superintendent.
 - (2) The JJA special investigator shall then begin a criminal investigation.
 - (3) A reasonable effort shall be made to obtain a consent waiver from the individual by using the Consent to be Searched form (Attachment E, Form #12-103-003); and
 - (4) The JJA special investigator may contact outside law enforcement for assistance with the detention, interview, search, and possible arrest of the individual.
 - b. Failure to submit to any search will result in denial of entrance to visitors, volunteers, and contract staff.
 - c. Refusal to submit to any search by an employee may result in disciplinary action up to and including dismissal.
 - 5. Personal property.
 - a. Individuals attempting to enter a facility may be detained briefly and requested by a juvenile corrections officer to place all items of personal property from within their pockets, cases, bags, etc., in an open container for purposes of a canine screening of property and/or to submit to a canine screening of their person.
 - b. Once the individual has indicated his/her willingness to comply with the request, the search team shall:

- (1) In the case of property screen, instruct the individual to step away from the container; or
 - (2) In the case of a personal screening, to step up to the barrier screen.
- c. With the individual cleared from the immediate area of the container and/or property positioned behind the barrier screen, the dog handler shall move the dog in to inspect either the items in the container and/or the individual through the barrier screen.
- (1) If the dog does not indicate the presence of an odor of contraband, the dog handler shall remove the dog from the immediate area of the property and/or the barrier screen, and advise the juvenile correction officer that the individual is cleared.
 - (2) If the dog does indicate the presence of an odor of contraband, the dog handler shall advise the juvenile corrections officer and the dog shall be removed from the immediate area.
- d. Juvenile corrections officers shall be responsible for all communication with the individuals subject to searches including:
- (1) Providing verbal instructions and request for removal of property items;
 - (2) Ensuring the individual is removed a sufficient distance from the container to permit the dog access to screen the property;
 - (3) Advise the individual to collect the property items and proceed into the juvenile correctional facility; or
 - (4) Advising the individual of the results of the dog's screening through the barrier screen and notifying the JJA special investigator and the superintendent of the canine alert.
 - (a) If the canine "alerts" on a person's property, the individual shall be ordered to remain at the juvenile correctional facility pursuant to K.S.A. 38-2386, and the JJA special investigator and the superintendent/designee shall be notified immediately by the person making such order.
 - i. Additionally, a canine alert on a person's property is sufficient cause to require further searches of the person or the person's property, as requested by the JJA special investigator or the superintendent.
 - (b) The JJA special investigator shall then begin a criminal investigation.
 - (c) A reasonable effort shall be made to obtain a consent waiver from the individual by using the Consent to be Searched form (Attachment E, Form #12-103-003).
 - (d) The JJA special investigator may contact outside law enforcement for assistance with the detention, interview, search, and possible arrest of the individual.
 - (5) Failure to submit to any search will result in denial of entrance to visitors, volunteers, and contract staff.
 - (6) Refusal to submit to any search by an employee may result in disciplinary action up to and including dismissal.

6. Facilities.
 - a. Canine drug detection screening may be performed uniformly or by random selection of all areas of JJA facilities.
 - (1) Upon “alerting”, reasonable grounds arise to search the location for contraband.
 - b. Each facility shall schedule a canine search at least every six (6) months with dates mutually agreed upon by the requesting superintendent and the canine unit.
 - c. The scope of each search shall be determined based upon the needs of the requesting facility to include any hot spots identified prior to the search.
 - d. During the search, the superintendent shall require a staff member to accompany the canine handler and dog to prepare any documentation (e.g., disciplinary reports, incident reports, etc.) as may be necessary during and following the search.
 - e. Special searches involving canine units may be requested based upon unusual circumstances or situations that may develop and in the determination of the superintendent, require an additional search.
 - (1) Arrangements for special searches that coincide with all employee and all visitor searches where canine assistance is desired shall be made in the same manner as the facility searches.
 - (2) If the designated canine support agency is unable to accommodate the request, the superintendent may contact the administrator of another canine support agency for assistance.
 - (3) Complete facility searches that may include the use of a canine unit should be undertaken when it is obvious that there is a large drug problem.
 - f. Within 24 hours of the search, a report shall be prepared by the canine handler(s) and distributed to the agency administrator who dispatched the canine unit and the superintendent of the searched facility.
 - g. The staff member assigned by the superintendent to accompany the canine unit during the search shall be responsible to prepare an overall search report and provide the report to the superintendent of the searched facility.
7. Juvenile offender living unit rooms.
 - a. Facility staff shall conduct living unit room searches in a manner that:
 - (1) Respects offenders’ personal property;
 - (2) Handles offender property judiciously using care not to willfully discard, break, or misplace items; and
 - (a) Facility staff who damage or destroy personal property will submit a report with the property to the appropriate supervisor.
 - (3) Leaves the area as close to the way it was found as possible.
 - b. All juvenile offender living unit rooms shall be searched:
 - (1) A minimum of once a month;
 - (2) Unannounced and at irregular times; and

- (3) Prior to occupancy by a new juvenile offender. (4-JCF-2A-20)
 - c. The officer(s) performing the search shall complete the Shakedown and Search Report (Attachment I, Form #12-103-007) and distribute the report to:
 - (1) The juvenile corrections director;
 - (2) The juvenile offender, if applicable; or
 - (3) The supervisor of area being searched.
 - d. If no contraband is found, it shall be noted on the Shakedown and Search Report form.
 - e. If contraband is found, the evidence shall be handled by an officer trained in evidence collection following the evidence collection guidelines. The JJA special investigator shall be notified immediately.
 - f. The monthly searches shall be documented on the Monthly Search-Living Area Units form (Attachment J, Form #12-103-008).
 - (1) Once completed, the form shall be turned in to the juvenile corrections director.
8. Facility area searches.
 - a. Offices, desks, state issued cell phones, and lockers may be searched when the superintendent or designee or the JJA special investigator has reason to believe that the employee has committed work related misconduct or violation of facility or agency policy to ensure compliance with established procedures. Inventories of work items and inspection are not searches.
 - b. Area searches shall be conducted annually, without undue damage, and with an effort to return things as they were.
 - (1) Facility staff shall conduct thorough general area searches with attention to all areas including, but not limited to:
 - (a) Corridors;
 - (b) Dayrooms;
 - (c) Activity and common areas;
 - (d) Storage areas;
 - (e) Work areas;
 - (f) Recreation areas;
 - (g) Food service areas;
 - (h) Support service areas;
 - (i) Outside areas including the perimeter;
 - (j) The school;
 - (k) Visiting areas; and
 - (l) Program areas.

- (2) Areas to search include, but are not limited to:
 - (a) Behind and beneath sinks;
 - (b) Back or behind mirrors, pictures, and bulletin boards;
 - (c) Behind radiators;
 - (d) Over doors and ledges;
 - (e) Clothing hampers, bags, and baskets;
 - (f) Behind, under, and inside of lockers, dressers, desks, beds;
 - (g) Light shades/light fixtures and plumbing boxes;
 - (h) Behind electric outlet/switch plates;
 - (i) Toilets, toilet paper, and holders;
 - (j) Mop buckets;
 - (k) In and behind furniture legs and frames, beds;
 - (l) Behind ventilation grills; and
 - (m) Ceiling tiles.
- c. The officer(s) conducting facility area searches shall complete the Annual Facility Area Search Plan (Attachment K, Form #12-103-009).
 1. Once completed the form shall be turned in to juvenile corrections director.
- d. If contraband is found, the evidence shall be handled by an officer trained in evidence collection and the JJA special investigator shall be notified immediately.
 1. Additionally, the Facility Area Search Report (Attachment L, Form #12-103-010) shall be completed by the officer finding the contraband prior to the end of his/her shift.
 2. The report shall be distributed to the juvenile corrections director, the safety and security specialist and the JJA special investigator.
9. Canine search of vehicles.
 - a. Canine drug detection screening may be performed at the request of the superintendent/designee, commissioner or JJA special investigator, uniformly or by systematic random selection on any vehicles parked on facility property.
 - b. Check lane vehicle search procedures.
 - (1) Entry point canine checks shall, in accordance with a pre-determined plan, require that all vehicle operators seeking access to the juvenile facility grounds be detained for a brief period to permit the canine screening.
 - (2) The juvenile corrections officer assisting in the canine search shall advise vehicle occupants seeking entry onto the juvenile correctional facility grounds or State property of the presence of the canine unit and the purpose of the brief delay.

- (3) All individuals seeking entry onto the juvenile correctional facility grounds or State property shall comply with all requests and orders by the juvenile corrections officer or other law enforcement office that is conducting the canine search.
 - (4) Vehicles and individuals shall not be delayed any longer than required for the examination of the vehicle unless a canine alerts on a vehicle, or the driver or passenger of the vehicle.
- (c) Failure to submit to any search or to comply with any request or order by the juvenile corrections officer or other law enforcement officer that is conducting the canine search will result in denial of entrance to visitors, volunteers, and contract staff.
 - (d) Failure to submit to any search or to comply with any request or order by the juvenile corrections officer or other law enforcement officer that is conducting the canine search by an employee may result in disciplinary action up to and including dismissal.
 - (e) If the canine “alerts” on a vehicle, the driver, and any passengers of the vehicle shall be ordered to remain at the juvenile correctional facility pursuant to K.S.A. 38-2386, and the JJA special investigator and the superintendent/designee shall be notified immediately by the person making such order.
 - (1) Additionally, a canine alert on a vehicle is sufficient cause to require further searches of the vehicle and the driver or any passenger in the vehicle, as requested by the JJA special investigator or the superintendent.
 - (2) The JJA special investigator shall then begin a criminal investigation.
 - (3) A reasonable effort shall be made to obtain a consent waiver from the individual by using the Consent to be Searched form (Attachment E, Form #12-103-003).
 - (4) The JJA special investigator may contact outside law enforcement for assistance with the detention, interview, search and possible arrest of the individual.

VII. Vehicle and Delivery Searches

- A. General procedures.
 1. Facility staff shall:
 - a. Conduct vehicle searches;
 - b. Search and escort all vehicles entering and leaving facility grounds to and from their destinations within the secure perimeter;
 - c. Search all supplies and food stocks delivered to the facility before allowing juvenile offenders to access them;
 - d. Store and control all supplies and stocks prior to use; and
 - e. Inspect mail and package deliveries for contraband.
- B. A vehicle search may be performed at the request of the superintendent/designee, commissioner, or JJA special investigator, uniformly or by systematic random selection on any vehicle parked on facility property.

1. A search of a vehicle parked on facility property or seeking access to the facility shall not be conducted without first attempting to obtain the written consent of the owner or driver of the vehicle using the Consent to be Searched form (Attachment E, Form #12-103-003).
2. If an owner or driver of the vehicle parked on facility property or seeking access to the facility refuses to consent to the vehicle search, the JJA special investigator shall be immediately notified.
 - (a) If the JJA special investigator determines that reasonable suspicion exists that the person was attempting to bring contraband into a correctional facility, Section IV.A., shall then apply.
- C. All vehicles, their contents and all vehicle occupants shall be search upon entering and existing the secure area of a juvenile correctional facility.
- D. Vehicles used to transport juvenile offenders shall be searched immediately prior to any juvenile offender being placed in the vehicle, and such vehicle shall be search immediately after the juvenile offender has been removed from the vehicle.
- E. During any vehicle search, staff shall visually inspect and manually search vehicles for contraband and for possible escape attempts.
- F. Staff shall take steps to immediately remove a private vehicle from inside the perimeter fence if the owner or driver cannot be located or refuses to allow a vehicle search.
- G. Failure to submit to any search or to comply with any request or order by the juvenile corrections officer or other law enforcement officer that is conducting the vehicle search will result in denial of entrance for visitors, volunteers, and contract staff.
- H. Failure to submit to any search or to comply with any request or order by the juvenile corrections officer or other law enforcement officer that is conducting the vehicle search, by an employee, may result in disciplinary action up to and including dismissal.
- I. If contraband or evidence of an attempted escape is discovered during a vehicle search, the driver and any passengers of the vehicle shall be ordered to remain at the juvenile correctional facility pursuant to K.S.A. 38-2386, and the JJA special investigator and the superintendent/designee shall be notified immediately by the person making such order.
 1. The JJA special investigator shall then begin a criminal investigation.
 2. The JJA special investigator may contact outside law enforcement for assistance with the detention, interview, search, and possible arrest of the individual.

VIII. Reporting Requirements

- A. An incident report shall be completed any time:
 1. A body cavity search is conducted;
 2. An employee, contract staff, volunteer or visitor is full frisk searched or strip searched; or
 3. If any employee, contract staff, volunteer, or visitor refuses to be searched or to have their vehicle searched.
- B. A detailed report using the Full Frisk/Vehicle Search Report form (Attachment M, Form #12-103-011) shall be prepared by the staff member conducting the search other than a pat down or metal detector search.

- C. The Incident Report and/or Full Frisk/Vehicle Search Reports shall be completed prior to the end of the reporting officer's shift and a copy of the report shall be sent to the superintendent/designee and the JJA special investigator by no later than 9:00 a.m. the following business day.

IX. Training

- A. All uniformed staff conducting searches shall be trained in accordance with IMPP 03-104 Training and Staff Development including, but not limited to:
1. Proper techniques to detect prohibited items, uncover potential security breaches, and protect both juvenile offenders and staff from undue harm;
 2. Use of security equipment such as hand-held and walk-through metal detectors;
 3. Preventive measures and proper safeguards to use during a search, such as methods to avoid the danger of "needle sticks" that may lead to infection;
 4. Proper responses to other potentially hazardous conditions, e.g., that potential explosive devices should not be moved; and
 5. Methods of contraband fabrication, control of raw materials, and offender tool access in accordance with established policies and/or facility orders.

REPEAL AND REPLACE:

This policy will hereby replace the following IMPP's:

12-103 Juvenile Offender and Facility Searches
12-115 Search of Visitors
12-121 Search of Employees and Volunteers

REPORTS

Shakedown and Search Report
Facility Area Search Report
Full Frisk/Vehicle Search Report

REFERENCES

K.S.A. 21-5914, 38-2386
K.A.R. 123-2-111; 123-12-901; 123-12-902
IMPP 03-104, 12-109, 12-120
ACA: 2-CO-3A-01; 3C-01
JCF: 4-JCF-2A-20; 2A-22; 2A-28; 4C-63

ATTACHMENTS

Attachment A: Schedule of Allowable Employee/Contract Staff/Volunteer Property, 1 Page.
Attachment B: Request for Controlled Employee/Contract Staff/Volunteer Property, Form #12-103-001, 1 Page.
Attachment C: Inventory of Controlled Employee/Contract Staff/Volunteer Personal Property, Form #12-103-002, 1 Page.
Attachment D: Schedule of Allowable Visitor Property, 1 Page.
Attachment E: Consent to Be Searched, Form #12-103-003, 3 Pages.
Attachment F: Acknowledgment of Direct Order for a Search, Form #12-103-004, 1 Page.
Attachment G: Juvenile Offender Consent/Authorization for Body Cavity Inspection, Form #12-103-005, 1 Page.
Attachment H: Transgender/Gender-Variant Juvenile Offender's Statement of Search, Form #12-103-006, 1 Page.
Attachment I: Shakedown and Search Report, Form #12-103-007, 1 Page.
Attachment J: Monthly Search – Living Area Units, Form #12-103-008, 1 Page.
Attachment K: Annual Facility Area Search Plan, Form #12-103-009, 2 Pages.
Attachment L: Facility Area Search Report, Form #12-103-010, 1 Page.
Attachment M: Full Frisk/Vehicle Search Report, Form #12-103-011, 1 Page.

**SCHEDULE OF ALLOWABLE EMPLOYEE/
CONTRACT STAFF/VOLUNTEER PROPERTY**

The following is a list of items that each employee or volunteer shall be allowed to have in his/her possession when entering upon the grounds of a juvenile correctional facility:

1. Cash currency or coin, not to exceed \$50.00 total.
2. Checkbook containing unendorsed personal checks and other normal checkbook documents.
3. Credit cards and any executed credit card receipts.
4. Personal identification document including:
 - a. Driver's license;
 - b. Membership cards;
 - c. Social security card(s);
 - d. Medical alert card(s); and
 - e. Insurance card(s).
5. Prescription medication that does not require injection, not to exceed the amount needed for one (1) day, unless a larger amount is approved by the superintendent in writing.
6. Non-prescription medication that does not require injection, not to exceed an amount to be used during one (1) day, unless a larger amount is approved by the superintendent in writing.
7. Personal jewelry including medical alert bracelet.
8. Eyeglasses, contact lenses, or sunglasses.
9. Personal keys including:
 - a. House keys;
 - b. Car keys; and
 - c. Other personal keys that will not operate juvenile correctional facility locking devices.
10. Food and/or drinks not to exceed a reasonable amount to be consumed by the person who brought the food and/or drinks may be brought in for consumption during authorized meal times subject to the following conditions:
 - a. No glass or metal containers shall be allowed.
 - b. No metal eating utensils are permitted.
 - c. Food and/or drinks may be placed in refrigerators:
 - (1) Located in the department where the employee, contract staff or volunteer is working; located in the staff break rooms;
 - (2) Food and/or drinks placed in refrigerators shall be labeled with the owner's name and date the item was placed in the refrigerator.

**ADDITIONAL ALLOWABLE PROPERTY FOR FACILITY EMPLOYEES,
CONTRACT STAFF OR VOLUNTEERS ENTERING FACILITY GROUNDS**

- d. Any food or drink that is brought into the juvenile correctional facility that is not inventoried by food service or commissary staff shall not be given to juvenile offenders without written consent of the superintendent.
- e. Consumption items for special occasions may be allowed with the written approval of the juvenile corrections director.

SCHEDULE OF ALLOWABLE VISITOR PROPERTY

The following is a list of items that each visitor is allowed to have in his/her possession when entering a juvenile correctional facility. At the discretion of the superintendent visitors may be required to either store these items or remove them from the facility.

1. Cash currency or coin not to exceed \$10.00 total.
2. Unendorsed personal checks in checkbook, with other normal checkbook documents.
3. Credit cards and any executed credit card receipts.
4. Personal identification documents to include:
 - a. Birth certificates;
 - b. Driver's license;
 - c. Marriage license;
 - d. Membership cards;
 - e. Social security cards;
 - f. Medical alert cards; and
 - g. Insurance cards.
5. Prescription medication that does not require injection, not to exceed the amount needed for the length of the visitation period.
6. Personal jewelry including a medical alert bracelet.
7. Eyeglasses, contact lenses, or sunglasses.
8. Personal keys including:
 - a. House keys;
 - b. Car keys; and
 - c. Other personal keys that will not operate facility locking devices.
9. Diapers, bottles and other items associated with any infant children who may be within the visitor's care and custody during the visitation period.

READ THIS DOCUMENT BEFORE SIGNING

CONSENT TO BE SEARCHED

(Full Frisk and Vehicle)

Check all that apply: Employee Contract Staff Volunteer Visitor
 Full Frisk Vehicle

K.S.A. 21-5914 provides that: “(a) Traffic in contraband in a correctional institution is, without the consent of the administrator of the correctional institution: (1) introducing or attempting to introduce any item into or upon the grounds of any correctional institution; (2) taking, sending, attempting to take or attempting to send any item from any correctional institution; (3) any unauthorized possession of any item while in any correctional institution; (4) distributing any item within any correctional institution; (5) supplying to another who is in lawful custody any object or thing adapted or designed for use in making an escape; or (6) introducing into an institution in which a person is confined any object or thing adapted or designed for use in making any escape.” (b) Traffic in contraband in a correctional institution is a (2) severity level 5, nonperson felony if such items are: (A) Firearms, ammunition, explosives or a controlled substance which is defined in K.S.A. 2011 Supp. 21-5701, and amendments thereto, except as provided in subsection (b)(3); (3) severity level 4, nonperson felony if: (A) Such items are firearms, ammunition or explosives, in a correctional institution by an employee of a correctional institution or in a care and treatment facility by an employee of a care and treatment facility; or (C) The provisions of subsection (b)(2)(A) shall not apply to the possession of a firearm or ammunition by a person licensed under the personal and family protection act, K.S.A. 75-7c01 et seq., and amendments thereto, in a parking lot open to the public if the firearm or ammunition is carried on the person while in a vehicle or while securing the firearm or ammunition in the vehicle, or stored out of plain view in a locked but unoccupied vehicle. (D) defined as contraband by rules and regulations adopted by the commissioner of the juvenile justice authority, in a juvenile correctional facility by an employee of a juvenile correctional facility, except as provided by subsection (b)(3);” “(d) As used in this section: (1) ‘Correctional institution’ means any state correctional institution or facility, conservation camp, state security hospital, juvenile correctional facility, community correction center or facility for detention or confinement, juvenile detention facility or jail.”

K.A.R. 123-2-111 provides that: “(a) No person shall engage in any of the following without the prior consent of the superintendent: (1) Introducing or attempting to introduce any item into or upon the grounds of a juvenile correctional facility or institution; (2) taking, sending, or attempting to take or send any item from any juvenile correctional facility or institution; (3) possessing any item while in any juvenile correctional facility or institution; or (4) distributing any item within a juvenile correctional facility or institution. (b) The phrase “any item” as used in subsection (a) shall include the following: (1) Guns, firearms of any type, and the components, diagrams and plans thereof, except as authorized by K.S.A. 75-7c10(b)(1) and amendments thereto; (2) ammunition, explosives, and the diagrams, formulas, and plans thereof; (3) knives, tools, and materials including sandpaper, whetstones, and any similar items used to make knives and tools; (4) hazardous or poisonous chemicals, flammable liquids and gases, and formulas thereof; (5) escape paraphernalia, including ropes, grappling hooks, hacksaw blades, jeweler’s wire, bar spreaders, maps, lock picks, handcuff keys, wire cutters, and any similar devices that could be used in an escape; (6) identification documents and individual photographs of the juvenile offender of the style suitable for the production of identification documents; (7) documents, plans, diagrams, and schematics that refer to electrical systems, escape alarms, overhead lighting, facility power supply, gate operations, body alarms, radio communications, and any similar systems; (8) narcotics and any other controlled substances, including any synthetic narcotic, drug, stimulant, sleeping pill, barbiturate, and medicine, prescription or nonprescription, that was not dispensed or approved by the facility health authority. Medicines dispensed or approved by the health authority shall be considered contraband if not consumed or utilized in the manner prescribed; (9) intoxicants, including liquor and alcoholic beverages; (10) currency, in the form of paper, checks, money orders, coins, stamps, and any similar instruments with monetary value; (11) hypodermic needles, hypodermic syringes, nasal inhalers, any other similar devices, and any component that could be used to inject or spray substances into the body; (12) food items; (13) cameras, recording devices, one-way or two-way transmitting devices, and any similar devices and components thereof, including tapes, batteries, memory cards, and film; (14) letters, notes, books, and any other forms of written communication; (15) portable electronic devices used, in any combination, for storing music, video, or data or for mobile telecommunications, telephone calls, text messaging, or data transmission over a cellular network and their accessories, and any similar devices and the components of these devices; (16) tobacco, including cigars, cigarillos, cigarettes, smokeless or electronic cigarettes, chewing tobacco, snuff, and any other tobacco products; and (17) matches and any other portable devices used to create a flame.”

It is the policy of the Juvenile Justice Authority that under circumstances where there is reasonable suspicion based on specific objective facts and reasonable inferences drawn from those facts in light of experience that an individual is in possession of contraband items, the superintendent or designee may demand that the individual submit to a search of the individual’s person.

EMPLOYEE'S CONSENT TO SEARCH

Initials I understand that I may request to see and read the Juvenile Justice Authority's policy, IMPP 12-103 Searches, before refusing or giving my consent to a search and that I may confer with juvenile correctional officials to find out what searches are anticipated or requested by them.

Initials I, _____, of _____,
(Name of employee or volunteer) (Address of employee or volunteer)
voluntarily consent to be searched to the following extent: (Check One) FULL FRISK SEARCH* VEHICLE SEARCH**

CONTRACT STAFF OR VOLUNTEER'S CONSENT TO SEARCH

Initials I understand that I may confer with juvenile corrections officials to find out what searches are anticipated or requested by them before refusing or giving my consent to be searched.

Initials I, _____, of _____,
(Name of contract staff or volunteer) (Address of contract staff or volunteer)
voluntarily consent to be searched to the following extent: (Check One) FULL FRISK SEARCH* VEHICLE SEARCH**

VISITOR'S CONSENT TO SEARCH

Initials I understand that I may confer with juvenile corrections officials to find out what searches are anticipated or requested by them before refusing or giving my consent to be searched.

Initials I, _____, of _____,
(Name of visitor) (Please Print) (Address of visitor)
voluntarily consent to be searched to the following extent: (Check One) FULL FRISK SEARCH* VEHICLE SEARCH**

EMPLOYEE'S REFUSAL TO GIVE CONSENT TO SEARCH

Initials I understand that unless reasonable suspicion is present that I may be violating the law, I may choose to refuse any search and leave the grounds of the juvenile correctional facility or other JJA operated location, rather than undergo a search.

Initials I understand that if I refuse to submit to a search, I may be given a direct order to do so (Attachment F) and may be subject up to and including dismissal by refusing to do so.

Initials I understand that by leaving the grounds of the juvenile correctional facility or other JJA operated location I am subject to disciplinary action for being absent from work without approved leave.

Initials I, _____ refuse to give my consent for the requested search(s).
(Employee's Name and Title) (Please Print)

CONTRACT STAFF'S REFUSAL TO GIVE CONSENT TO SEARCH

Initials I understand that unless reasonable suspicion is present that I may be violating the law, I may choose to refuse any search and leave the grounds of the juvenile correctional facility or other JJA operated location, rather than undergo a search.

Initials I understand that if I refuse to submit to any authorized search my services as a volunteer for the facility will be immediately suspended and I will be barred from access to the juvenile correctional facility and/or other JJA operated location.

Initials I, _____, of _____,
(Contract Staff's Name) (Please Print) (Name of Company)
refuse to give my consent for the requested search(s).

VOLUNTEER'S REFUSAL TO GIVE CONSENT

Initials I understand that unless reasonable suspicion is present that I may be violating the law, I may choose to refuse any search and leave the grounds of the juvenile correctional facility or other JJA operated location, rather than undergo a search.

Initials I understand that if I refuse to submit to any authorized search my services as a volunteer for the facility will be immediately suspended and I will be barred from access to the juvenile correctional facility and/or other JJA operated location.

Initials I, _____, of _____
(Name of Individual) (Please Print) (Address of Individual)
refuse to give my consent for the requested search(s).

VISITOR'S REFUSAL TO GIVE CONSENT TO SEARCH

Initials I understand that I may refuse to submit to a search and if I refuse, I shall be denied contact visiting privileges or access and I may be removed from the juvenile correctional facility.

Initials I understand that unless reasonable suspicion is present that I may be violating the law, I may choose to give up my visit and leave the grounds of the juvenile correctional facility or other JJA operated location rather than undergo a search

Initials I further understand that refusal to consent and submit to a search may be cause for having my name removed from the juvenile offender's visiting list for a period of up to **ONE (1) YEAR**.

Initials I, _____, of _____
(Name of Individual) (Please Print) (Address of Individual)
refuse to give consent for the requested search(s).

Signature of Employee, Contract Staff, Volunteer, or Visitor

Date

Witness Signature

Date

Witness Signature

Date

DEFINITION OF SEARCHES

***FULL FRISK:** Inspection of a fully clothed person using the hands and/or metal detector including the removal of items from the person's clothing. In addition, the loosening of clothes and belt, shaking out loose clothing and brassieres, removing shoes, visual inspection of the mouth, nose, and ears without probing, search of the person's head hair by hand or with a comb, and removing wigs or prosthetic devices.

****VEHICLE SEARCH:** Inspection of a vehicle located on state property.

ACKNOWLEDGMENT OF DIRECT ORDER FOR A SEARCH

It is the policy of the Juvenile Justice Authority that under circumstances where there is a reasonable suspicion based on specific objective facts and reasonable inferences drawn from those facts in light of experience that an employee is in possession of contraband items, the superintendent or designee may demand that the employee submit to search of his/her person. The demand for such a search is a direct order from the superintendent to the employee. In the event the employee refuses to submit to the search pursuant to the demand of the superintendent or designee, the employee shall be considered as having refused a direct order. In that event, the employee shall be denied access to or removed from the facility and shall be subject to disciplinary action for refusal to obey a direct order and/or being absent from work without approved leave.

_____ I hereby acknowledge that I have read and understand the above policy of the Juvenile Justice Authority and have
Initials been afforded the opportunity to read IMPP 12-103, Searches.

_____ I hereby (Check all that apply) **CONSENT** **REFUSE** to submit to: Full Frisk Search Vehicle Search
Initials

Name of Employee/Volunteer (Please Print)

Signature of Employee/Volunteer

Date

Name of Superintendent/Designee (Please Print)

Signature of Superintendent/Designee

Date

**TRANSGENDER/GENDER-VARIANT
JUVENILE OFFENDER'S STATEMENT OF SEARCH**

I. SEARCH PREFERENCE

Juvenile Offender's Name (Please Print)

JJIS #

Preferred Name:

Preferred Pronoun:
(i.e., he/she)

While in the custody of the Juvenile Justice Authority, I would prefer to be searched by an officer of the below indicated sex whenever possible.

Female

Male

I understand that this preference shall be respected unless:

JO Initial The situation is an emergency;

JO Initial There is no staff of that sex available; or

JO Initial The failure to conduct a search will jeopardize the safety of the staff or juvenile offenders.

Juvenile Offender's Signature

Date

Witnessing Officer(s) Signature and Title:

Officer's Name (Please Print)

Officer's Signature

Date

Officer's Name (Please Print)

Officer's Signature

Date

II. TRANSGENDER/GENDER-VARIANT INDIVIDUAL GENITALIA SEARCH

While in the custody of the Juvenile Justice Authority, I am indicating below if I choose to consent or refuse to a genitalia check.

Consent

Refuse

JO Initial I understand that this anatomy check will be conducted by a medical doctor (M.D.) in a private setting.

Juvenile Offender's Signature

Date

Medical Doctor:

Medical Doctor's Name (Please Print)

Medical Doctor's Signature

Date

SHAKEDOWN AND SEARCH REPORT

KJCC LJCF Scheduled Unscheduled

Unit: _____ Date: _____ Time: _____ a.m./p.m.

On this date, I conducted a shakedown/search of the following living unit/area. Listed below is the contraband found, etc.

Room No.: _____ Juvenile Offender's Name: _____ JJIS #: _____
Specific area: _____

ITEM(S) SEIZED	DISPOSITION* (See list below)

Name of Staff Person conducting the search AND completing this report.
(Should be the same person)

_____ Print _____ Title

_____ Signature

DISPOSITION*

- Held for Evidence----- A
- Returned to JO (Explain) ----- B
- Other (Explain) ----- C
- Submitted to JCD ----- D
- Submitted to JJA Special Investigator -- E

Explain: _____

Distribution:

- White.....Juvenile Corrections Director or Safety/Security Specialist
- Pink.....Juvenile Offender when applicable OR Supervisor of area being searched
- Yellow.....Attached to items seized as evidence
- CopyJJA Special Investigator

ATTACHMENT J

MONTHLY SEARCH - LIVING AREA UNITS

KJCC

LJCF

<u>___-Living Unit</u>	<u>Date/Shift Completed</u> (Use second column if searched twice)	<u>Officer completing search</u> (use second column if searched twice)
Room #		
Day Hall		

<u>___-Living Unit</u>	<u>Date/Shift Completed</u> (Use second column if searched twice)	<u>Officer completing search</u> (use second column if searched twice)
Room #		
Day Hall		

Comments: _____

Copy to: JJA Special Investigator

ANNUAL FACILITY AREA SEARCH PLAN

KJCC

LJCF

Search Area	Date	Completed	Comments
	January		

Search Area	Date	Completed	Comments
	February		

Search Area	Date	Completed	Comments
	March		

Search Area	Date	Completed	Comments
	April		

Search Area	Date	Completed	Comments
	May		

Search Area	Date	Completed	Comments
	June		

Copy to JJA Special Investigator and Superintendent/designee

ANNUAL FACILITY AREA SEARCH PLAN

KJCC

LJCF

Search Area	Date	Completed	Comments
	July		

Search Area	Date	Completed	Comments
	August		

Search Area	Date	Completed	Comments
	September		

Search Area	Date	Completed	Comments
	October		

Search Area	Date	Completed	Comments
	November		

Search Area	Date	Completed	Comments
	December		

Copy to JJA Special Investigator and Superintendent/designee



EMPLOYEE STATEMENT OF RECEIPT AND ACKNOWLEDGMENT OF IMPP OR FACILITY ORDER

SUBJECT:

IMPP NUMBER:

KJCC FACILITY ORDER NUMBER:

LJCF FACILITY ORDER NUMBER:

TITLE:

EFFECTIVE DATE:

I have received one (1) electronic copy of the IMPP or Facility Order as titled above. I acknowledge that I have read and have had the opportunity to ask questions about the policy or Facility Order. I further acknowledge that I understand and agree to comply with the policy or Facility Order.

NAME (Please Print)

SIGNATURE

DATE