



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:110
1-JDTP-3E-08**

CHAPTER: Day Treatment Services	AUTHORITY: KRS 15A.0652
SUBJECT: Searches	
POLICY NUMBER: 1017	
TOTAL PAGES: 3	
EFFECTIVE DATE: 4/05/2019	
APPROVAL: Carey D. Cockerell, COMMISSIONER	

I. POLICY

To ensure the order and security of the program, each Department of Juvenile Justice (DJJ) operated day treatment program shall establish a protocol for consistently applied search and screening practices. Indiscriminate body searches of students shall be prohibited.

II. APPLICABILITY

This policy shall apply to DJJ operated day treatment programs.

III. DEFINITIONS

Refer to Chapter 1000.

IV. PROCEDURES

- A. Only pat down searches and the use of metal detectors shall be permitted in any day treatment programs.
- B. Searches of students, visitors, and facilities shall be designed to prevent the introduction of contraband, provide for its disposition, locate missing and stolen property, and to protect students and staff.
- C. The facility, grounds, students, student visitors, and their personal belongings may be searched at regular established intervals or when there is a suspicion or rumor of contraband.
- D. In compliance with established program search protocol, all students shall be subject to search upon arrival in the morning and when they return from unsupervised time during the day.

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- E. Superintendents shall ensure adequate staff is present to conduct morning searches. Pat down searches shall be documented in the search log and an incident report completed if contraband is discovered.
- F. The search of a student requires professional expertise and a humane and dignified demeanor on the part of the staff; therefore, staff shall be trained in proper search techniques.
- G. Staff and students shall be provided written procedures for searches. Search procedures shall be reviewed annually.
- H. Staff shall provide the individual being searched with a verbal overview of the procedure intended to be used.
- I. When possible searches shall be conducted by same gendered staff. Cross-gender searches shall only be conducted under exigent circumstances and shall be documented.
- J. General Procedures for Searches
 - 1. All searches shall be conducted in a professional manner, using techniques that avoid unnecessary force or indignity to persons involved in the search, while maintaining the integrity of the search.
 - 2. Staff shall be trained in search techniques designed to protect persons involved and preserve evidence.
 - 3. All facilities shall provide gloves and other needed equipment for searches that protect staff safety and ensure chain of custody for confiscated items.
- K. Pat down search
 - 1. If possible, two (2) staff that are the same gender as the students shall conduct the pat down search. One (1) staff shall facilitate the process. The second staff person shall observe the process to verify that the correct procedures are followed.
 - 2. Staff shall have the student remove shoes, jackets, sweaters, gloves and hats and staff shall complete an inspection of these items.
 - 3. A pat down search shall be conducted over the clothing including an inspection of the contents of all pockets.
 - 4. Staff shall visually check the student's hair, ears, nose, mouth, and under tongue.
 - 5. Staff may use a metal detection wand as part of the pat down search.
- L. Strip searches and Body Cavity searches shall not be conducted in a Day Treatment program.
- M. In compliance with established program search protocol or if probable cause exists that a visitor is in possession of weapons or contraband, they shall be

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asked to submit to a pat down search, metal detector scanning, or be denied entry.

V. MONITORING MECHANISM

The Superintendent and Facilities Regional Administrator shall monitor compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.