



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

REFERENCES:

**KRS 218A, 520.010; 520.050;
520.060
101 KAR 2:102; 505 KAR 1:360,
DJJPP Series 100**

SERIES: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Contraband and Allowable Property

POLICY NUMBER: DJJPP 141

TOTAL PAGES: 5

EFFECTIVE DATE: 4/8/2026

APPROVAL: Randy White, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall exercise care and control to prevent the introduction of contraband. DJJ shall delineate minimum entry procedure requirements for staff and all property entering facility grounds, designated secure areas, and controlled check points in facilities. When contraband is discovered, DJJ staff shall seize and secure contraband while maintaining a chain of custody and other appropriate documentation.

I. APPLICABILITY

This shall apply to all DJJ operated detention centers, youth development centers (YDC), group homes, day treatment, alternatives to secure detention (ATSD) staff and visitors.

II. DEFINITIONS

Refer to DJJPP Series 100.

III. PROCEDURES

- A. Contraband and dangerous contraband shall be prohibited from being brought into DJJ facilities.
- B. Every staff member and visitor as well as their personal belongings brought onto DJJ facility grounds, and outside of a vehicle, shall be searched. A staff member's vehicle may be searched at any time. If the staff member refuses, they may be subject to discipline, up to and including dismissal.
- C. Staff members found to be in possession of, or promoting contraband or dangerous contraband, may be subject to the administrative disciplinary procedures outlined in DJJ Policy 105 and may be prosecuted as provided in KRS 520.050, 520.060 and KRS Chapter 218A.
- D. Contraband items shall include, but are not limited to:
 1. Personal electronic devices including, cameras, televisions, radios, recorders, pagers, software programs, and data storage devices that are capable of emailing, calling, texting, or accessing applications that can be used to send or receive messages, calls, photographs, movies, or videos of any kind, including gaming capability and audio recording (e.g. DVDs, smart watches, advanced calculators, unsupervised flash drives, Fitbits);

POLICY NUMBER DJJPP 141	EFFECTIVE DATE 4/8/2026	PAGE NUMBER 2 of 5
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2. Personal handcuffs or cuff key;
 3. Magazines, newspapers, personal correspondence, and other reading material not pertinent to the operation of a staff member's work location;
 4. Oversized containers, including athletic bags, duffle bags, suitcases, and like items bigger than a typical briefcase;
 5. Tobacco products, simulated tobacco products, nicotine patches, lighters, vaping devices, matches, paint thinners, cleaning fluids, caustic, toxic, and flammable materials;
 6. Tools of any type, except as authorized by the Superintendent prior to introduction in the facility and inventoried by staff responsible for the tool;
 7. Scissors, letter openers, and other items that may be used as or fashioned into a weapon;
 8. Personal correspondence, bills, and like items;
 9. Counterfeit or forged items to include articles of identification, money, security or official papers;
 10. Items or devices used for the purpose of gambling;
 11. Other items deemed contraband by DJJPP or posted signage at DJJ facilities;
 12. Any item defined by statute or regulation as contraband; and
 13. Prescription medication not considered a controlled substance or over the counter non prescribed medication not in the original container.
- E. Dangerous contraband shall include:
1. Guns, firearms, weapons, sharp instruments, knives, unauthorized tools, or other objects which could be used to do bodily harm or facilitate escape;
 2. Explosives or ammunition;
 3. Controlled substances, to include personal prescribed medication classified as a controlled substance, including marijuana or any product containing THC;
 4. Any drug paraphernalia capable of administering an injection;
 5. Intoxicating substances including beer, alcohol, whisky, and wine;
 6. Cell phones not issued by the Justice and Public Safety Cabinet or DJJ; and
 7. Any other item defined by statute or regulation as dangerous contraband.
- F. The chain of custody documentation and storage of confiscated contraband or dangerous contraband:
1. Confiscated contraband or dangerous contraband shall be secured in a designated area until it can be controlled by the Superintendent or law enforcement.
 2. All incidents involving the discovery or finding of dangerous contraband shall

POLICY NUMBER DJJPP 141	EFFECTIVE DATE 4/8/2026	PAGE NUMBER 3 of 5
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result in the Internal Investigations Branch (IIB) being notified.

3. The securing of the confiscated contraband or dangerous contraband shall be documented by listing the date, time, and the name of the staff securing the contraband. Any transfer of the confiscated contraband or dangerous contraband shall be included in the documentation.
4. The Superintendent or law enforcement shall take control of the confiscated contraband or dangerous contraband as soon as possible. The Superintendent shall secure the item in a locked or secure area with limited access.
5. The Superintendent shall notify the Executive Director of the contraband or dangerous contraband to determine proper disposition of the item.
6. In the event that outside law enforcement does not assume possession of dangerous contraband, the contraband shall be preserved until reviewed and a determination is made by IIB.
7. The Superintendent or designee shall contact law enforcement for the following situations;
 - a. To transfer illegal contraband;
 - b. When charges may be filed; or
 - c. When the item is suspected of being evidence of a crime.
8. The documentation of confiscated contraband and dangerous contraband shall include:
 - a. A description of the confiscated contraband or dangerous contraband;
 - b. From whom it was confiscated;
 - c. The date, time, and location of confiscation;
 - d. The printed name and signature of the staff member who confiscated the item;
 - e. The printed name and signature of witnessing staff member, when applicable;
 - f. Transfer of confiscated contraband or dangerous contraband from one (1) staff member to another with the printed name and signature of transferring and receiving staff member;
 - g. The date, time, location, and position of the confiscated contraband or dangerous contraband; and
 - h. The date, time, and name of the law enforcement agency and law enforcement officer the confiscated contraband or dangerous contraband was transferred to, including the signature of the receiving officer, if applicable.
- G. The following are allowable items which may be brought into the facility for staff meals, breaks, and hygiene:
 1. Consumable items reasonably expected to be used during assigned shift. Reasonably sized bulk food and drink items, to include coffee and drink mixtures, or small bags of snack foods may be permitted;
 2. For secure detention and level 4 YDCs, containers shall be plastic type; no glass or metal containers shall be permitted within the secure interior perimeter;

POLICY NUMBER DJJPP 141	EFFECTIVE DATE 4/8/2026	PAGE NUMBER 4 of 5
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3. Non-metal eating utensils;
 4. Wallets, purses, and briefcases without excessive contents;
 5. Personal hygiene items;
 6. Feminine hygiene products;
 7. Umbrellas (no pointed tips, retractable type only);
 8. Small notebook or note pad and writing materials;
 9. Car keys; and
 10. Reasonable amounts of money.
- H. Special events or circumstances may arise that would permit entrance of items (gifts, cakes, office decorations, or similar items), that would normally not be permissible. These items shall only be permissible if approved by the Superintendent or designee.
- I. Personal electronic devices shall be kept in a locked vehicle. If an employee has a special circumstance that requires the use or possession of a personal communication device, the employee shall make a request for special accommodation and prior approval shall be reviewed initially by the Human Resources Branch Manager and further approved by the Commissioner.
- J. Except in item K of this policy, prescription medication and nonprescription medication shall be kept in a locked vehicle unless:
1. There is a medical reason why the employee must always have the medication in their possession.
 2. It is in the original container with the employee's name on the prescription container and contains only the amount required for two (2) shifts.
 3. The original container has the name of the employee as the person for whom the medication was prescribed, and it is labeled with the doctor's name and prescription number.
- K. Prescription narcotics and other controlled substances prescribed to an employee shall not be permitted in the facility. An employee shall not unlawfully manufacture, distribute, dispense, possess, or use illegal drugs or alcohol on the premises. Employees shall not report to work under the influence of alcohol or any other substance. If supervisory staff has reasonable suspicion to believe an employee is under the influence of alcohol or any other substance while on duty, the supervisor shall immediately contact the Superintendent.
1. The Superintendent may require the employee to submit to a blood alcohol test or a urine drug screen or both, if supported by reasonable suspicion.
 2. Upon confirmation of a positive drug test or refusal to submit to a drug test, the employee shall be placed on leave immediately pending the dismissal process in accordance with 101 KAR 2:102, Classified Administrative Leave Regulations.

POLICY NUMBER DJJPP 141	EFFECTIVE DATE 4/8/2026	PAGE NUMBER 5 of 5
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3. An employee who refuses to submit to a urine drug screen or blood alcohol test shall be considered under the influence and shall be dismissed.

V. MONITORING MECHANISM

This policy shall be monitored by Superintendents and shift supervisors.