
 <b>COLORADO</b> <b>Division of Youth Services</b>	<b>POLICY S-9-13</b>	<b>PAGE NUMBER</b> 1 OF 16
	<b>CHAPTER:</b> Security and Control	
	<b>SUBJECT:</b> Searches of Youth, Employees, Visitors, and Youth Centers NCCHC Standards: Y-A-05, Y-B-08, Y-B-09	
	<b>EFFECTIVE DATE:</b> March 26, 2024	
<b>THIS POLICY RELATES TO:</b>  Detention Youth Centers Treatment Youth Centers	 <b>Anders Jacobson, Director</b>	

I. POLICY:

Search practices are essential to the safety and security of the youth center and shall be designed to prevent, control, and intercede in the introduction of drugs, weapons, and other contraband.

II. KEY TERMS: See the Division of Youth Services website for detailed definitions.

 [DYS Policy Key Terms](#)

- A. Contraband
- B. Contract Program Employee
- C. Full Search
- D. K9 Search
- E. Pat Search
- F. Personal Search
- G. Personal Electronic Device
- H. Reasonable Suspicion
- I. Visitor

CHAPTER	SUBJECT	POLICY	PAGE 2 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

### III. ASSOCIATED FORMS:

- A. [Division of Youth Services Visitors Log](#)
- B. [Employee Contraband-free Environment Acknowledgement Form](#)
- C. [Youth Search Log](#)

### IV. PROCEDURES:

- A. Purpose of Searches:
  - 1. To prevent, detect, and suppress the introduction, manufacturing, and circulation of contraband into or within the youth center.
  - 2. To detect the destruction or alteration of youth center property.
  - 3. To recover stolen or missing property.
  - 4. Inspection of the physical plant for vulnerable areas and safety and security concerns.
- B. Right to Conduct Searches: The Division of Youth Services reserves the right to conduct pat searches of employees, visitors, contractors, interns, volunteers, and professionals. Personal items may be searched at random and/or based on reasonable suspicion that there is an attempt to bring contraband or unauthorized property into the youth center.
- C. Non-allowable Items For Youth, Employees, Visitors, Contractors, Interns, Volunteers, or Professionals in a Youth Center: The items list is not exhaustive and youth centers reserve the right to refuse items that may be considered contraband from coming into the youth center:
  - 1. The following items are considered contraband:
    - a. Firearms.
    - b. Ammunition.
    - c. Knives and razor blades to include multi-tool hand-held tools (e.g. Leatherman Skeletool, Gerber multi-tool).
    - d. Items designed as weapons.
    - e. Explosives and fireworks.

CHAPTER	SUBJECT	POLICY	PAGE 3 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

- f. Drugs, drug paraphernalia such as pipes, cigarette papers, syringes, electronic nicotine delivery systems, hypodermic needles, lighters, foil, etc.
- g. Tobacco products, lighters, or matches.
- h. Unauthorized medication.
- i. Alcoholic beverages.
- j. Inhalants.
- k. Unauthorized food or beverages for youth.
- l. Aluminum or metal cans.
- m. Unauthorized cash/credit cards.
  - i. State-issued credit cards for purchasing and travel are permitted.
  - ii. Employees may bring in no more than \$15.00 for purchasing meal tickets, EAC events, etc.
- n. Pornography.
- o. Unauthorized PERSONAL electronic devices (i.e. iPads, tablets, laptops, iPods, cameras, electronic games, radios).
- p. Cell phones/"SMART" WATCHES:
  - i. Employees may bring their cell phones and "SMART" WATCHES into the secure perimeter where they must be kept locked/secured and not accessible to youth. State-issued cell phones or cell phones used due to mandatory on-call designation do not need to be locked/secured. They shall not be accessible to youth.
  - ii. Professionals, interns, contractors, and volunteers may bring in their personal electronic devices (i.e. cell phone/watch, tablet, laptop) when needed to conduct business. Youth shall not have access to electronic devices permitted within the youth center.

CHAPTER	SUBJECT	POLICY	PAGE 4 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

2. Additional items may be considered contraband at the discretion of the youth center administration.
3. Any item possessed by youth is contraband if not provided to the youth by the Division of Youth Services (DYS), or explicitly authorized for possession by the DHS.
4. All youth centers shall post a list of prohibited items.
  - a. A copy of the sample list of contraband items shall be included in the youth center's security and control manual.
  - b. A copy of the sample contraband list shall be posted for youth, employees, visitors, contractors, interns, volunteers, and professionals.

D. Youth Possession of Contraband:

1. Whenever an employee finds contraband in a youth's possession, it shall be immediately confiscated. THE EMPLOYEE SHALL CONSULT WITH ADMINISTRATION to determine if contact shall be made with the local authorities. ANY CONFISCATED CONTRABAND shall be placed in a secure storage area.
2. The employee that found the contraband shall create a written record of the seizure of the contraband per youth center procedures. The record shall include all parties involved, the contraband that was confiscated, and the location where the contraband was placed for storage.

E. Searching Youth: The search of youth requires professional expertise and a humane and dignified demeanor on the part of the employee. FOR ALL SEARCHES, EMPLOYEES SHALL ADHERE TO THE FOLLOWING TRAUMA-RESPONSIVE PROCEDURES:

1. Recognizing the environment has unavoidable triggers (e.g., unclothed searches, discipline procedures, restricted movement) and may increase trauma-related behaviors.
2. Projecting respect at all times by USING THE YOUTH'S NAME WHEN ADDRESSING THE YOUTH OR TALKING TO ANOTHER PERSON IN FRONT OF THE YOUTH, AND BY USING PRONOUNS THAT ALIGN WITH HOW THE YOUTH IDENTIFIES.
3. EXPLAINING THE SEARCH PROCESS TO THE YOUTH BEFORE THE SEARCH.

CHAPTER	SUBJECT	POLICY	PAGE 5 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

4. NOT PHYSICALLY TOUCHING THE YOUTH MORE THAN IS NECESSARY DURING THE SEARCH.
  5. Decreasing trigger responses by talking to youth through searches, describing what each step is and why.
  6. Coordinating with a behavioral health specialist immediately for any refusal behaviors TO SUPPORT THE YOUTH AND ANSWER QUESTIONS THE YOUTH MAY HAVE. Employees shall not immediately interpret the behavior as non-compliant as it may be a protective behavior due to re-traumatization/triggers.
  7. Review procedures for how youth access counseling services immediately upon admission, and how safety is established in a youth center (e.g., predictable and consistent limits, incentives and boundaries, and immediate/known consequences for infractions).
  8. Ensuring trained employees lead the training and oversight of procedures for unclothed searches.
  9. ACKNOWLEDGE AND REASSURE YOUTH WHO BRING UP TRAUMA DETAILS DURING A SEARCH.
  10. STATING EACH SEARCH STEP AS THE EMPLOYEE MOVES FORWARD WITH THE SEARCH, SO THE YOUTH KNOWS WHAT TO EXPECT.
- F. Initial Admission Searches: When a youth is initially admitted to the youth center by law enforcement, law enforcement shall maintain custody and the youth shall remain in handcuffs until a pat search is conducted. Handcuffs may be removed after a safe pat search at which time the employee shall conduct a metal detector and search with law enforcement present. Employees shall then proceed with the remaining intake and full search protocol.
- G. ALL SEARCHES OF YOUTH SHALL BE CONDUCTED by an employee of the same gender or gender identity as the youth being searched. IF THE YOUTH IDENTIFIES AS NONBINARY OR INTERSEX, FOLLOW PROCEDURES IN DYS Policy S-13-9 Non-Discriminatory Services to Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex (LGBTQI) Youth.

CHAPTER	SUBJECT	POLICY	PAGE 6 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

H. Pat Searches: A PAT SEARCH IS A SEARCH DURING WHICH AN INDIVIDUAL IS NOT REQUIRED TO REMOVE THEIR CLOTHING BUT WHERE THE CLOTHING AND THE YOUTH'S BODY ARE SEARCHED BY SIGHT AND TOUCH. DURING THIS SEARCH, ANY TOUCHING OF THE INDIVIDUAL'S PRIVATE AREAS SHALL BE DONE WITH THE BACK OF THE HAND, IN ACCORDANCE WITH PREA REQUIREMENTS.

1. PAT SEARCHES MAY BE INITIATED:

- a. AFTER A PROFESSIONAL VISIT INSIDE THE YOUTH CENTER to ensure the youth center environment is free of contraband, OR
- b. BEFORE A STRUCTURED MOVEMENT AND/OR A CHANGE OF GROUP ACTIVITY, OR
- c. IF NECESSARY TO MAINTAIN THE SAFETY AND SECURITY OF THE YOUTH CENTER.

2. EMPLOYEES SHALL FOLLOW THE STEPS OUTLINED BELOW WHEN CONDUCTING A PAT SEARCH:

- a. Inform the INDIVIDUAL that they shall be searched.
- b. Visually check the INDIVIDUAL's hair, ears, nose, mouth, and under the tongue. If the youth is wearing a hair tie, this shall be removed to ensure nothing is hidden in their hair. Have the youth rub their hands through their hair, if needed, for further assurance of nothing being hidden in their hair.
- c. Have the youth place their feet apart, arms aside, and face away from the employee.
- d. Physically check the youth's soles, insoles, and socks.
- e. Have the INDIVIDUAL turn around and check their collar, shoulders, and underarms, including the bra bands.
- f. Tuck the employee's thumb in the waistband and starting from the front zipper, slide it all the way around the pants.
- g. Check the outside of the legs to the ankle, and the inside of the legs to the groin USING THE BACK OF THE EMPLOYEE'S HAND.
- h. The employee shall use a metal detector wand as part of the pat search process to search the INDIVIDUAL for contraband.

CHAPTER	SUBJECT	POLICY	PAGE 7 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

- I. Personal Searches: A PERSONAL SEARCH IS A SEARCH DURING WHICH A YOUTH IS REQUIRED TO REMOVE THEIR CLOTHING, AND WHERE THE CLOTHING IS CAREFULLY SEARCHED BY SIGHT AND TOUCH AND THE YOUTH IS SEARCHED BY SIGHT ONLY. THE YOUTH IS PROVIDED A GOWN BEFORE UNDRESSING TO PROTECT THEIR PRIVACY AND SUPPORT THE DYS COMMITMENT TO ENSURING A TRAUMA-RESPONSIVE ENVIRONMENT. THE YOUTH SHALL HAVE THE GOWN ON DURING THE ENTIRE PERSONAL SEARCH.
  1. A personal search shall be performed when the youth LEAVES A DYS youth center, WAS SUPERVISED BY A DYS EMPLOYEE DURING THEIR TIME OUTSIDE THE YOUTH CENTER, AND RETURNS TO A YOUTH CENTER. IF THERE IS REASONABLE SUSPICION THAT A YOUTH HAS CONTRABAND, A FULL SEARCH MAY BE CONDUCTED (SEE IV.J.2. BELOW FOR FULL SEARCH PROCEDURES).
  2. PERSONAL SEARCHES SHALL BE CONDUCTED WITH TWO EMPLOYEES PRESENT.
  3. Employees shall follow the steps outlined below when conducting a personal search:
    - a. Wand the youth with a metal detector and complete a pat search of the youth.
    - b. Have youth remove clothing in a private area away from the employee and provide them with a gown to wear when undressed. The gown shall not be removed during any part of the personal search process.
    - c. Search the room where the youth has undressed to ensure no contraband has been discarded or hidden.
    - d. Visually check the youth's hair, fingers, toes, ears, nose, mouth, and under the tongue. Verbally direct the youth, with their hands outside of the gown, to lift breasts or other body fold areas such that hidden objects may drop to the floor.
    - e. Have the youth distance their legs apart and hold their arms out to the side.
    - f. Have the youth squat down and forcibly cough.

CHAPTER	SUBJECT	POLICY	PAGE 8 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

- g. IF A MEDICAL TREATMENT ITEM (SUCH AS A BANDAGE, FEMININE HYGIENE PRODUCT, BRACE, ETC) IS SUSPECTED OF INTERFERING WITH THE SEARCH OR CONCEALING CONTRABAND THE EMPLOYEE SHALL CONSULT WITH MEDICAL PERSONNEL FOR GUIDANCE.
  - h. Search clothing by going through all pockets, patting the clothing to ensure nothing is present, and using the handheld metal detector (wand) on all items. Provide the youth with appropriate clothing as quickly as possible.
  - i. Allow the youth to get dressed in a private area away from employees.
- 4. A personal search shall be performed in an area that ensures the privacy and dignity of the youth and the youth shall be provided a gown to wear when unclothed.
  - 5. Youth are never to be forcibly searched.
  - 6. If a youth refuses to be searched or to turn over concealed contraband, the youth can be placed in an area separate from other youth and under direct staff supervision until the search is completed. Youth shall not be placed in seclusion pending the search process. Refer to the DYS Policy S-14-3B Time-out, Seclusion, and Program Refusal for more information.
  - 7. All personal searches shall be documented on the DYS Search Log.
- J. Full Searches: A FULL SEARCH IS A SEARCH BY SIGHT ONLY AFTER REMOVING CLOTHING AND/OR GOWN. EMPLOYEES SHALL NOT PHYSICALLY TOUCH THE YOUTH DURING THE FULL SEARCH.
- 1. Full searches requiring youth to remove clothing shall be conducted automatically in the following situations:
    - a. Upon admission to the youth center from a non-Division entity.
    - b. When a youth returns from an unsupervised absence from a youth center (e.g. home passes, work, school, court).
    - c. Following an approved visit (OTHER THAN A PROFESSIONAL VISIT) within the youth center.



CHAPTER	SUBJECT	POLICY	PAGE 9 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

2. FULL SEARCHES SHALL BE CONDUCTED WITH TWO EMPLOYEES PRESENT.
3. REASONABLE SUSPICION SEARCHES. A FULL SEARCH OF A YOUTH MAY BE CONDUCTED IF THERE IS REASONABLE SUSPICION THAT CONTRABAND MAY BE FOUND ON THE YOUTH'S PERSON.
  - a. REASONABLE SUSPICION EXISTS WHEN THE FACTS KNOWN TO THE EMPLOYEE, TAKEN TOGETHER WITH RATIONAL INFERENCES FROM THOSE FACTS, CREATE A REASONABLE AND ARTICULABLE SUSPICION OF CRIMINAL ACTIVITY WHICH JUSTIFIES THE INTRUSION INTO AN INDIVIDUAL YOUTH'S PRIVACY. SOME EXAMPLES OF REASONABLE SUSPICION INCLUDE OVERHEARING THE YOUTH DISCUSSING CONCEALED DRUGS OR WEAPONS, OR THE SMELL OF MARIJUANA NEAR THE YOUTH. REASONABLE SUSPICION MUST BE TIED CLEARLY TO AN INDIVIDUAL YOUTH, RATHER THAN A GROUP OF YOUTH.
  - b. BEFORE CONDUCTING A FULL SEARCH DUE TO REASONABLE SUSPICION OF CONTRABAND, THE FOLLOWING APPROVALS SHALL BE OBTAINED:
    - i. IF ONLY ONE YOUTH IS BEING SEARCHED, THE SUPERVISOR SHALL OBTAIN APPROVAL FROM THE YOUTH CENTER ADMINISTRATOR.
    - ii. IF MORE THAN ONE YOUTH IS BEING SEARCHED AT A TIME, THE APPROVING YOUTH CENTER ADMINISTRATOR SHALL OBTAIN APPROVAL FROM A DIRECTOR OVER YOUTH CENTERS (DYCO), THE ASSOCIATE DIRECTOR OVER YOUTH CENTERS, OR THE ADMINISTRATOR ON-CALL.
  - c. FOR ALL FULL SEARCHES DUE TO REASONABLE SUSPICION OF CONTRABAND, AN INFORMATIONAL INCIDENT REPORT SHALL BE COMPLETED.
4. Employees shall follow the steps outlined below when conducting a full search, ensuring they do not physically touch the youth:
  - a. Visually check the youth's hair, fingers, toes, ears, nose, mouth, and under the tongue.
  - b. Have the youth remove the upper half of their clothing to their waist. Youth must stay within sight of staff due to the ability to hide contraband in their mouth or hair.

CHAPTER	SUBJECT	POLICY	PAGE 10 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

- c. Verbally direct the youth to lift breasts and any areas of skin fold such that hidden objects may drop to the floor. Have the youth hold their arms out to the side. Carefully check the armpits.
  - d. Search the upper half of the youth's clothing. Search clothing by going through all pockets, patting the clothing to ensure nothing is present, and using the handheld metal detector (wand) on all items. Provide the youth with the upper half of clothing as quickly as possible to allow re-dressing.
  - e. Have the youth remove the lower half of their clothing. Youth must stay within sight of staff due to the ability to hide contraband in their mouth or hair.
  - f. Have the youth distance their legs apart and direct the youth to lift any areas of the skin fold such that any hidden objects may drop to the floor.
  - g. Have the youth squat down and forcibly cough.
  - h. If necessary, bandages may be removed by medical personnel.
  - i. Search the lower half of the youth's clothing. Search clothing by going through all pockets, patting the clothing to ensure nothing is present, and using the handheld metal detector (wand) on all items. Provide the youth with the lower half of clothing.
  - j. Allow the youth to get dressed in a private area away from employees.
5. All full searches shall be documented on the DYS Search Log and shall include:
- a. THE REASON THE FULL SEARCH WAS CONDUCTED.
  - b. THE RESULTS OF THE SEARCH.
  - c. THE NAME OF THE APPROVING ADMINISTRATOR. FOR REASONABLE SUSPICION SEARCHES, THE LOG SHALL INCLUDE THE NAME OF THE APPROVING DIRECTOR OVER YOUTH CENTERS, ASSOCIATE DIRECTOR OVER YOUTH CENTERS, OR THE ADMINISTRATOR ON CALL.

CHAPTER	SUBJECT	POLICY	PAGE 11 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

6. If a youth refuses to be searched or to turn over concealed contraband, the youth can be placed in an area separate from other youth and under direct staff supervision until which time the search is completed. Youth shall not be placed in seclusion pending the search process. Refer to the DYS Policy S-14-3B Time-out, Seclusion, and Program Refusal for more information.

K. PROHIBITED SEARCHES:

1. A YOUTH SHALL NEVER BE SEARCHED BY A K9 SEARCH DOG.
2. DYS EMPLOYEES SHALL NEVER CONDUCT A SEARCH OF ANY BODY CAVITY, OTHER THAN A VISUAL INSPECTION OF THE MOUTH.

L. Housing Section Search:

1. Weekly searches of living areas and sleeping rooms shall be performed on an unannounced and irregular schedule.
2. When searching rooms, the following requirements apply:
  - a. Youth should be present at the time of the search, whenever possible. If they are not, they shall be advised of the search and of any confiscated articles as soon as possible.
  - b. Searches shall be thorough and systematically conducted from top to bottom, side-to-side, and underneath and behind (i.e., holes in walls, mattresses, and any tears in rugs or tiles, all light fixtures, ceilings, cabinets, windows, sinks, toilets, bedding, pillows, desks, and any personal items or books in the room).
  - c. Windows should be cleared of all items and checked to ensure they are safe and not susceptible to escape.
  - d. A thorough visual and physical search and documentation of the search of sleeping room door pockets shall take place daily in the morning, between the time the youth wake up and breakfast. A door pocket search and documentation of the search shall also be conducted daily at the time each youth is designated to be secured in their room for the night. Sleeping room door pocket checks shall also occur:
    - i. Any time the door is opened or closed between the hours of 10pm and 6am.

CHAPTER	SUBJECT	POLICY	PAGE 12 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

- ii. Any time the youth's room is searched.
- iii. Any time there is reason to believe a door may be compromised, including youth who have previously altered the security of the door and/or lock.
- e. Youth personal property shall be respected and not willfully misplaced, broken, or discarded. A youth's room shall never be left in disorder.
- f. All personal clothing shall be carefully searched for contraband.
- g. Youth shall not be subject to a personal search as part of a room search procedure unless there is reasonable suspicion to believe the youth is in possession of contraband. In such cases, the youth center director or on-call assistant director shall be contacted to approve the search.
- 3. Each sleeping room shall be thoroughly searched prior to occupancy by a new youth.

M. General Area Search:

- 1. A general area search includes all areas of the youth center and shall be conducted as deemed necessary and as approved by the youth center director or designee.
- 2. All common-use areas shall be searched once per month at a minimum.
- 3. Results of searches shall be documented following the search and concerns shall be forwarded to the youth center director or designee. The written report to the youth center director shall include at a minimum the scope of the search, the results, and a list of all contraband that was found.
- 4. K9 searches shall be used upon the instruction of the DYS director and shall cover an array of areas in the youth center.

N. Visitor Searches and Non-allowable Items:

- 1. All visitors entering the youth center shall leave all personal items in their vehicles or store them in a locker before entrance into the youth center. Items that have been approved to be brought into the youth center by the director or their designee shall be listed in an email and sent to the appropriate employee before the scheduled visit. No other

CHAPTER	SUBJECT	POLICY	PAGE 13 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

personal items will be permitted. Searches of visitors are subject to the following guidelines:

- a. Visitors shall adhere to the list of items that are not allowed.
  - b. Visitors shall sign a contraband-free environment acknowledgment when they sign in.
  - c. Notice shall be posted at the entrance to each youth center informing all visitors who enter the youth center that they are subject to a search, including a pat search. Pat searches shall be performed by the same sex when possible.
  - d. If a visitor refuses a pat search, the visitor shall be directed to immediately leave the youth center property.
  - e. All visitors shall be required to walk through a metal detector.
  - f. The DYS reserves the right to request that a visitor be pat searched and/or receive a search using a wand based on reasonable suspicion.
  - g. Any visitor who refuses to submit to a search of self or personal property shall be denied entry into the youth center and is subject to visits being suspended and/or terminated.
  - h. Searches of visitors' personal property shall be conducted in the presence of the visitor, when possible, based on reasonable suspicion.
2. When parking on DYS property, visitor vehicles are to be parked in the designated areas for visitors or on public streets.
    - a. Vehicles must be locked and at no time are ignition keys to be left in the vehicle.
    - b. Firearms, drugs, or intoxicants are not to be left in vehicles parked on state property.
  3. Visitors with infants shall utilize clear bags, provided by the youth center, to carry necessary supplies to meet the infant's care needs during the visit. The items are subject to search. Allowable items are:
    - a. One diaper.

CHAPTER	SUBJECT	POLICY	PAGE 14 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

- b. One bottle, filled with milk, water, or juice.
  - c. One pacifier or teething object.
  - d. One small object or toy.
  - e. Baby wipes that have been transferred to a clear plastic bag before the visit.
4. Visitors may bring in up to \$10.00 for the purposes of using the vending machines.
  5. Visitors discovered with contraband in their possession found exchanging contraband with youth, or leaving contraband within the secure youth center shall be referred to local law enforcement and may be denied visitation privileges. If denied visitation privileges, visitors shall be provided with information regarding how to appeal and re-establish visitation.

O. Employee Searches and Non-allowable Items:

1. Employees shall adhere to the list of items that are not allowed.
2. Employees shall sign a contraband-free environment acknowledgment form. This form shall be placed in their personnel file or electronically filed.
3. The DYS reserves the right to request that an employee be pat searched and/or searched utilizing metal detection.
  - a. Pat searches shall be performed by a lead worker, YSS II or higher.
  - b. Pat searches shall be performed by the same sex when possible.
4. Any employee who refuses to submit to a search of self or personal property shall be denied entry into the youth center and is subject to progressive discipline, up to and including termination.
5. Employee searches may include personal items brought into the youth center such as clear totes, and items located in the lockers, and may also involve the use of K9 searches. Searches of the employee's personal property shall be conducted in the presence of the employee, when possible, and shall be based on reasonable suspicion.

CHAPTER	SUBJECT	POLICY	PAGE 15 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

6. When parking on DYS property, employee vehicles are to be parked in designated areas for employees or on public streets.
  - a. Vehicles must be locked and at no time are ignition keys to be left in the vehicle.
  - b. Firearms, ILLEGAL drugs, or intoxicants are not to be left in vehicles parked on state property.
7. Employees shall be provided with a clear tote bag for the use of carrying their personal items into the secure portion of the youth center. The employee may also purchase their own clear bag.
8. Employees may bring their wallets into the youth center. These items must be kept in the designated locked location and not be accessible to the youth.
9. Employees/contractors may only bring state-issued/contractor-issued electronics into the secure portion of the youth center (e.g. laptops, cell phones). Each youth center shall designate the appropriate location where employees can store personal electronics that meets the intent of ensuring electronics do not enter areas utilized by youth.
10. Employee personal cell phones/"SMART" watches are permitted within the secure portion of the youth center and must be secured in the designated location that is not accessible to youth.
  - a. Landlines within the youth center may be utilized by employees, if the need arises, to make a personal phone call and for emergency use.
  - b. Employees shall provide the main intake or control telephone number as a workplace emergency contact number.
11. Employees shall train in search protocols at a minimum annually.

P. Professionals, Interns, Contractors, and Volunteer Searches and Non-allowable Items:

1. Professionals, interns, contractors, and volunteers shall adhere to the list of items that are not allowed.
2. Professionals, interns, contractors, and volunteers shall sign a contraband-free environment acknowledgment when they sign in.

CHAPTER	SUBJECT	POLICY	PAGE 16 of 16
Security and Control	Searches of Youth, Employees, Visitors, and Youth Centers	S-9-13	9/1/07, 1/1/11, 1/15/15, 6/7/16, 10/3/16, 2/1/17, 9/1/17, 2/1/18, 8/30/19, 10/1/19, 11/1/19, 12/1/19, 10/1/23, 3/26/24

3. The DYS reserves the right to request that a professional, intern, contractor, or volunteer be pat searched and/or receive a search using a metal detection system or wand based on reasonable suspicion. Any professional, intern, contractor, or volunteer that refuses to submit to a search of self or personal property shall be denied entry into the youth center and is subject to access to the youth center being suspended and/or terminated. Searches of personal property shall be conducted in the presence of the professional, intern, contractor, or volunteer when possible, and shall be based on reasonable suspicion.
4. Professional, intern, contractor, or volunteer searches may include any property brought into the secure area of the youth center.
5. When parking on DYS property, professional, intern, contractor, or volunteer vehicles are to be parked in the designated area for visitors.
  - a. Vehicles must be locked and at no time are ignition keys to be left in the vehicle.
  - b. Firearms, drugs, or intoxicants, are not to be left in vehicles parked on state property.
6. Landlines within the youth center may be used if the need arises, to make a phone call and for emergency use.
7. Outside professionals (non-contractors and CDHS employees), interns, contractors, or volunteers shall use a clear tote bag or backpack to carry their work items into the youth center. In the event that the confidentiality of documents is a concern, they shall carry confidential documents separately in a manila envelope. Items that do not fit in a clear bag, i.e., large amounts of training materials, youth files, etc. may enter the youth center in a box or briefcase.
8. Only items used to carry out professional duties shall be brought into the youth center (e.g. laptop, CELL PHONE/"SMART" WATCH, legal paperwork, writing instrument).