



**Administrative Policies and Procedures: 27.19**

<b>Subject:</b>	<b>Search Procedures for Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-2A-20, 4-JCF-2A-22, 4-JCF-4C-63, <b>DCS Practice Standard:</b> 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees
<b>Policy Statement:</b>	
Youth Development Centers (YDC) shall conduct thorough, unannounced, authorized searches of youth, visitors, volunteers, employees, youth property, youth living quarters, and other areas frequently to ensure a safe environment. Employees shall utilize the least invasive search technique appropriate to the situation.	
<b>Purpose:</b>	
To provide guidelines for searches to ensure the safety and security of YDC youth, employees, volunteers and visitors.	
<b>Procedures:</b>	
<b>A. Written local procedures</b>	<p><b>1. Requirement</b></p> <p>Each Superintendent must develop written facility search procedures that are reviewed annually and disseminated as deemed appropriate by the Superintendent.</p> <p><b>2. Contents</b></p> <p>The search plan must include the following:</p> <ul style="list-style-type: none"> <li>a) Why searches are conducted;</li> <li>b) How searches are conducted;</li> <li>c) When/where searches are conducted; and</li> <li>d) Types of searches:           <ul style="list-style-type: none"> <li>◆ Room/area searches;</li> <li>◆ Electronic scan (stationary scanner or hand held scanner);</li> <li>◆ Frisk search (youth, visitors, volunteers, employees);</li> <li>◆ Strip search; and</li> <li>◆ Body cavity search (manual, instrument).</li> </ul> </li> </ul>

**B. Search of the body****1. Scanning**

Any trained employee may use a hand held scanner to search youth, visitors, or employees for weapons or other metallic objects. The employee will not touch the youth, visitor, or employee in this search process.

**2. Frisk search (“pat down”)**

When it is required to conduct a frisk search of a youth, visitor, volunteer or employee a staff member of the same gender will perform the search.

**3. Strip Search**

- a) A strip search is only a visual inspection (e.g., looking in the mouth, ears, having youth spread buttocks, etc.) of the youth’s body.
- b) The facility search procedures must specify that a strip search is only permissible when:
  - ◆ A youth initially enters the youth development center.
  - ◆ A youth has been outside the facility and for any portion of the time outside the facility was not under the direct supervision of a staff member.
  - ◆ There is reasonable suspicion that a youth is concealing an item that could be used as a weapon or other contraband that could endanger his/her well being or the well being of others. The use of a strip search for reasonable suspicion is approved by the Superintendent of the facility and thoroughly documented in an incident report. In the absence of the Superintendent, the Superintendent’s designee is authorized to approve a strip search.
  - ◆ Only strip search incidents for reasonable suspicion must be documented in an incident report.
- c) Strip searches will not be a routine part of procedures prior to or after visitation nor will they be a routine part of procedures when a youth is being placed in confinement
- d) The strip search inspection must be conducted by trained employees of the same gender and performed under private conditions.

**4. Body Cavity Searches**

- a) When there is probable cause to believe that a youth may be concealing contraband in a body cavity that would threaten the safety and security of the YDC or its personnel, only the Superintendent or in the absence of the Superintendent his/her designee may give authorization for a body cavity search. This authorization must be granted prior to the body cavity search.
- b) Only Health Care Personnel (e.g., Physician, Physician’s assistant, or Nurse Practitioner, etc.) will conduct body cavity searches.
- d) A body cavity search on pregnant females is conducted by an Obstetrician-Gynecologist (OB-GYN) physician or nurse practitioner or in consultation with the OB-GYN physician.
- e) A witness/chaperone of the same gender as the recipient of the search must be present during the examination. If possible, the youth may choose the

	<p>witness.</p> <p>f) The individuals involved must be sensitive to the personal dignity of the youth and the youth's right to privacy of his/her own body and all possible care must be exercised to preclude injury during the search.</p> <p>g) As the search progresses, the youth must be given ample opportunity to voluntarily remove and surrender the suspected contraband.</p> <p>h) A forced body cavity search is not allowed. Any refusal by youth is reported to the Superintendent/designee authorizing the search.</p> <p>i) Body cavity searches must be thoroughly documented in an incident report, in the youth's health record and on the appropriate screens in <b>TFACTS</b> and must include the:</p> <ul style="list-style-type: none"> <li>◆ Date of search;</li> <li>◆ Type of search;</li> <li>◆ What was found; and</li> <li>◆ Name of the health professional performing the search.</li> </ul> <p>j) All confiscated contraband must be handled in accordance with DCS policy <a href="#"><u>27.21, Contraband and Preservation of Physical Evidence</u></a>.</p>
<p><b>C. Posted entrance/exit signs</b></p>	<p>A printed sign informing all persons upon entering the facility grounds that they are subject to being searched, must be posted in a noticeable location at all entrances and exits of the YDC.</p>
<p><b>D. Training</b></p>	<p>All security employees will receive training in conducting searches, which will be documented in the employees training record.</p>

<p><b>Forms:</b></p>	<p><i>None</i></p>
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<p><b>Collateral documents:</b></p>	<p><i>None</i></p>
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