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|  | <b>WEST VIRGINIA<br/>DIVISION OF<br/>JUVENILE SERVICES</b>                              | <b><u>POLICY NUMBER:</u></b><br> | <b><u>PAGES:</u></b><br>2 |
| <b><u>CHAPTER:</u></b><br>Youth Reporting Services                                | <b><u>REFERENCE AND RELATED STANDARDS:</u></b><br>WV Code Chapter §§49-2-903 & 49-2-912 |  |                           |
| <b><u>SUBJECT:</u></b> Searches and Contraband                                    |   |  |                           |
| <b><u>DATE:</u></b> July 1, 2016  |   |  |                           |

**PURPOSE**

This policy is to implement guidelines for the searches of staff, participants, parents/guardians, visitors and volunteers and the control of contraband in the Youth Reporting Centers.

**CANCELLATION**

This policy has been reviewed and supersedes Policy 805.00 dated July 1, 2009.

**APPLICABILITY**

This policy applies to all Division of Juvenile Services' Youth Reporting Centers.

**DEFINITIONS**

**Searches** - Fully clothed, non-intrusive examination of participants or visitors upon their arrival at the Youth Reporting Center. Furthermore, searches are methods to ensure the safety of others working or visiting the Youth Reporting Center.

**PROCEDURES**

1. Searches – Each Youth Reporting Center will display a sign indicating that all persons are subject to search upon entering the Center according to Policy 308.00 – Control of Contraband/Allowable Items.
  - a. All Youth Reporting Staff will utilize only approved and standardized methods of search on each participant.
  - b. Searches will be conducted only by same sex staff members. If a same sex staff member is not available, electronic devices will be used.
  - c. Participants will be advised during the orientation process that searches will be conducted.

