

YOUTH SERVICES POLICY

Title: Searches of Employees	Type: C. Field Operations Sub Type: 2. Security Number: C.2.4
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References: U.S. Constitution 4th and 14th Amendments; Louisiana Constitution, Article 1, Section 5; La. C.Cr.P. Art. 215.2; La. R.S. 14:402; U.S. v. Sihler, 562 F.2d 349 (1977, U.S. 5th Cir.); Sec. & Law Enforcement Employees District Council 82 v. Carey, 737 F.2d 187 (1984, U.S. 2nd Cir.); Thorne v. Jones, 765 F.2d 1270 (5th Cir. 1985); 2-CO-1C-20 (Standards for Administration of Correctional Agencies); 4-JCF-2A-20 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.1.4 “Investigative Services”, A.1.14 “Unusual Occurrence Reports”, A.2.24 “Staff Development and Training Plan”, C.1.3 “Crimes Committed on the Grounds of YS Facilities/Office Buildings and/or Properties”, C.2.16 “Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular)”, C.2.22 “Contraband Control – Secure Care Facilities”, C.4.6 “Securing Physical Evidence/Crime Scene”, and C.5.1 “Required Database Entry and Reporting Requirements”	
STATUS: Approved	
Approved By: <i>Otha “Curtis” Nelson, Jr., Deputy Secretary</i>	Date of Approval: 01/16/2024

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the procedures for conducting employee searches of employees at a YS secure care facility.

III. APPLICABILITY:

All YS employees.

Facility Directors are responsible for ensuring that all necessary procedures are in place to comply with this policy.

YS employees are responsible for familiarizing themselves with the contents of this policy prior to visiting a YS secure care facility to ensure established guidelines are adhered to.

IV. DEFINITIONS:

Contraband - Any item(s) introduced or found on facility grounds, including any improperly possessed drugs (whether illegal or legal) and weapons that are expressly prohibited by applicable statutes and YS policies, identified as contraband items.

Contraband includes, but is not limited to, the following:

- A controlled dangerous substance defined by LSA-R.S. 40:961 et seq. or any controlled dangerous substances or devices as defined in LSA-R.S. 14:402.(D)(1);
- Weapons or other instrumentalities which could be used as a dangerous weapon or plans to manufacture such, or to aid an escape;
- Unauthorized explosives or combustibles;
- Alcoholic or other beverages producing an intoxicating effect;
- Aerosol products producing an intoxicating effect;
- Glass containers;
- Stolen property;
- Medication (no medication shall be brought onto the grounds of a secure care facility; refer to YS Policy No. C.2.4 for YS employee guidelines regarding medication);
- Unauthorized currency or coin (No money shall be allowed beyond the front entrance gate of the facility. Money may be accepted for a youth's by-line account by secure care staff at the front gate with an issued receipt pursuant to YS Policy Nos. C.2.5 and C.2.8; pursuant to YS Policy C.2.4, YS employees may have a maximum of \$20 on their person);
- Unauthorized articles of food, clothing or toiletries;
- Unauthorized telecommunications equipment, including, but not limited to, smartwatches, cellular phones or global positioning equipment (refer to Section V. for YS employees);
- Unauthorized tape recorders, cameras and camcorders (refer to Section V. for YS employees);
- Unauthorized electronics such as laptop computers, tablets or thumb drives (refer to Section V. for YS employees);
- Unauthorized movies, music videos, CDs, DVDs, cassette tapes, VHS tapes, or other devices containing recorded music, images, or other video; and
- Nude photographs/pornography/pornographic literature.

Pursuant to YS Policy No. C.2.22, smartwatches are considered contraband (refer to the "Smartwatch" definition). Any individual found in possession of a smartwatch inside of a secure facility will be subject to criminal charges.

Enhanced Pat-Down Search – A search that includes the removal of shoes, outer wear (clothes, jackets, hats, scarves, etc.), hairpieces, for inspection with the sole purpose of discovering contraband.

Executive Staff – YS staff that hold the positions of Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Probation and Parole Director - Juvenile, Youth Services Director – Statewide, Executive Management Advisor, General Counsel, and Regional Administrators.

General Search - A search whereby a person is required to remove his clothing down to their underwear, in order that the clothing may be inspected for contraband and his person be observed.

Pat-Down Search - Running of hands over a fully clothed person, conducted by a member of the same sex, for the purpose of discovering contraband.

Probable Cause - For purposes of this policy, probable cause is articulable knowledge supported by reasonable suspicion that contraband is being secreted. Probable cause exists when facts and circumstances within the employee's knowledge and about which he has reasonable, trustworthy information are sufficient to support a reasonable belief that contraband may be found at the place or on the person to be searched.

Property Searches - Searches of any and all property including but not limited to, clothing, accessories, lockers, rooms, beds, laundry bags, assigned work equipment, and work areas.

Reasonable Suspicion - Suspicion supported by information (facts, tips and circumstances), which lead an employee of ordinary caution to believe that a person is under the influence of an illegal substance and/or that the person is hiding contraband or drugs. In determining reasonable suspicion an employee must consider the nature and reliability of the information in addition to facts contributing to or mitigating against it. If reasonable suspicion is based on information provided by another person, the employee must also consider the degree of corroboration of the information.

Search Equipment - Search equipment authorized for use is hand-held transfriskers, ground metal detectors, walk-thru metal detectors and mirrors.

Smartwatch- A wearable computing device usually worn on a user's wrist that offers functionality and capabilities similar to those of a smartphone. Smartwatches are designed to, either on their own or when paired with a smartphone, provide features like connecting to the internet, running mobile apps, making calls, messaging via text or video, checking caller ID, accessing stock and weather updates, providing fitness monitoring capabilities, offering GPS coordinates and location directions, etc. Additional information is available on the following website:
<http://www.webopedia.com/TERM/S/smartwatch.html>.

Strip Search - A visual search of a person's nude body, conducted by two (2) employees of the same sex as the person being searched, in a private place, out of the view of persons other than those conducting the search. The person being searched shall be required to bend over, squat, turn around, raise their arms, lift the genitals, cough, and raise the breast. (The foregoing list is not exclusive.) The clothing and all property of the person being searched shall be thoroughly searched prior to returning it.

Unusual Occurrence Report (UOR) - A document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working in all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to report the pertinent information. UORs may also be submitted by email. (Refer to YS Policy No. A.1.14)

Vehicle Search - A search of an employee's vehicle for the purpose of discovering contraband.

YS Employee - For the purposes of this policy, a YS employee includes employees, contract providers, visitors, volunteers or interns.

V. POLICY:

The United States and Louisiana constitutions prohibit unreasonable searches. Louisiana law (La. R.S. 14:402) makes it a crime to bring contraband into a secure care facility.

Therefore, it is the Deputy Secretary's policy that reasonable searches of YS employees are permitted in order to halt the flow of contraband into secure care facilities under the jurisdiction of the Office of Juvenile Justice (OJJ).

Prior to accepting employment, employees shall be advised that they may be subjected to searches, and possible disciplinary and/or criminal consequences, which may result from any attempt to bring contraband into a YS secure facility or failure to cooperate during a search.

Executive Staff and Investigative Services (IS) staff are exempt from being scanned with a metal detector as well as a property and pat down search.

YS employees shall be allowed to possess their "state" issued cell phone on their person at all times. A list of YS employees entering the facility in possession of a "state" issued cell phone shall be maintained at the front gate.

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YS employees conducting official OJJ business within a secure care facility may request approval from the Facility Director to enter the facility with the necessary items to perform their jobs (i.e. thumb drives, laptops, etc.).

Failure to comply or cooperate with this policy may result in disciplinary action, up to and including dismissal.

VI. SEARCHES:

A. In order to ensure that proper searches of all persons entering a secure care facility are conducted, there shall be two (2) staff assigned to the front entrance at critical entrance/exit times each day, pursuant to YS Policy No. C.2.16.

B. Scanning with a metal detector (wand) is required on all persons entering the facility, with the exception of staff noted in Section V. and VI.A above.

C. Property Search:

Property searches of employees are required daily prior to entering a secure care facility, with the exception of staff noted in Section V. above. Such searches are conducted at the front gate; however, may be conducted anywhere on state property at any time.

D. Pat-Down Search:

1. Pat-down searches of employees shall be conducted by a member of the same sex at any time in conjunction with a property search, with the exception of staff noted in Section V. above.

2. The employee conducting the search shall use their hands to touch the person being searched, through their clothes, in such a manner to determine if something is being concealed. If the employee conducting the search discovers an unusual lump or bulge, etc., the employee conducting the search shall order the person being searched to disclose the source.

E. Enhanced Pat-Down Search:

1. This search shall be conducted in a private area outside of the view of persons other than those conducting the search by two (2) employees of the same sex as the person being searched.

2. Enhanced pat-down searches of employees may be used in conjunction with a regular pat-down search at any time.

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3. A random, unannounced enhanced pat-down search of two (2) employees shall occur daily, once each shift, and include a property search.
4. A random, unannounced enhanced pat-down search of a group of employees, such as searching all employees on a specific shift, shall be conducted at least quarterly. Probation and Parole shall assist with these searches at irregular intervals, but not less than every three months.
5. An enhanced pat-down search shall include a pat-down search as outlined above in Section D.2 and the person being searched shall be required to:
 - a. Empty their pockets, purse, handbag, briefcase, or any other item where contraband may be concealed.
 - b. Remove all outer wear (coats, jackets, hats, caps, gloves, shoes, socks, garments covering the head, scarves, etc.) in order that these items be searched. The person shall not be required to remove articles of clothing that are the person's basic dress (shirts, pants, dress, skirt, etc.).
 - c. Untuck their shirt and tug on it in a back and forth motion. Female employees shall grab the front middle of their bra and shirt and pull on it in a back and forth motion.
 - d. Remove their shoes for inspection.
 - e. Remove any wig or hairpiece they may be wearing at the time of the search. This portion of the search must be conducted in a private place, out of the view of others.
 - f. Lean forward, run their hands through their hair and shake their head from side to side.
 - g. Open their mouth for inspection.
6. Failure to comply constitutes reasonable suspicion to conduct a general search as described below and shall be documented on an Unusual Occurrence Report (refer to YS policy A.1.14).

F. General Search:

1. General searches may be conducted any time there is reasonable suspicion and/or probable cause, with the approval of the Facility Director.
2. This search shall be conducted in a private place, by two (2) employees of the same sex as the person being searched, and out of the view of persons other than those conducting the search. A general search shall be conducted, although a staff member may claim they are not wearing underwear.
3. With probable cause, the employee being searched may be required to remove all clothing except for their underwear.
4. Any occurrence of a general search of an employee shall be documented on a UOR by all persons involved at the facility level, and the Regional Director where appropriate.

The UOR shall contain the circumstances surrounding the search, reasons for the search, and the results of the search. Copies of all UORs shall immediately be provided to the IS office located on the facility grounds. The incident shall also be reported as required by YS Policy No. C.5.1.

G. Strip Search:

1. When there is reasonable suspicion directed toward a particular employee, a strip search may be conducted with the prior approval of the Facility Director. Random strip searches of employees are PROHIBITED. Strip searches of groups of employees are prohibited absent reasonable suspicion directed toward the entire group.
2. Strip searches of employees shall be conducted by one (1) Juvenile Justice Specialist (JJS) and witnessed by one (1) additional facility manager (Assistant Director/Deputy Director/Facility Director or IS) at a minimum. All such searches shall be conducted and witnessed by persons of the same sex as the employee(s) being searched.
3. All strip searches of employees must be documented on a UOR by all persons involved in the actual search (searchers/witnesses/employee being searched), and contain the circumstances surrounding the search, and the results of the search. The Facility Director shall complete the attached "Search Notification Form". The employee shall be provided with a copy of the completed form. A copy of the UOR written by the employee being searched and the Search Notification Form shall be given to the employee. Copies of all UORs and the Search Notification

Form shall immediately be provided to the IS located on the facility grounds. The incident shall also be reported as required by YS Policy No. C.5.1.

4. The UORs must not contain any information that would tend to identify the source of any confidential information which was part of the basis for the search. This information must be contained in an attachment to the UOR.

H. Suspicion of Contraband Being Secreted in a Body Cavity:

1. When there is probable cause that a particular employee is secreting contraband within a body cavity, on the authority and instruction of the Facility Director, the IS Office located on the grounds of the facility or the Director of IS shall be immediately contacted, and the employee shall be detained as allowed by C.Cr.P. Art. 215.2 for up to one (1) hour for questioning by IS staff.
2. IS shall determine whether the employee shall be removed from the facility grounds or detained for up to one (1) hour in order for local Law Enforcement to be notified for handling. (Refer to YS Policy No. C.1.3 for further information.)

I. Searches by Narcotic Drug-Sniffing Dogs:

1. Narcotic dogs may be used to conduct a property search at any time. They can be used as a part of any general search and done at irregular intervals but no less than every three months at the front gate for an oncoming shift. They may also do a "walk around" of an employee to detect if an employee may have contraband.
2. Only those narcotic dogs certified by a nationally recognized certifying agency may be used to conduct searches of property for the presence of drugs. Nationally recognized organizations include the "National Police Canine Association", the "United States Police Canine Association" and the "National Narcotics Dog Detector Association".
3. The Facility Director, or IS staff requesting narcotic dog services shall ensure the dog(s) have current certifications at the time of the request.

J. Vehicle Search:

1. All vehicles entering or exiting the grounds of a secure care facility shall be searched in the presence of the employee.
2. Vehicle searches may be conducted at anytime and anywhere on state property in the presence of the employee.

VII. DISCOVERY OF CONTRABAND/DETAINMENT OF EMPLOYEES:

- A. When contraband is discovered pursuant to searches conducted as outlined in Section VI.A. through VI.J., the Facility Director shall immediately contact the IS Office located on the facility grounds or the Director of IS, if applicable, regardless of the time of day or day of the week, to inform of the incident to ensure the handling of the evidence/contraband and the chain of custody are adhered to (refer to YS Policy Nos. A.1.4 and C.4.6).
- B. The employee shall be detained for questioning by IS.
- C. UORs shall be completed by all employees who discover or are a witness to the discovery of contraband items prior to the end of their tour of duty.
- D. Pursuant to YS Policy No. C.4.6, there shall be strict accountability for physical evidence/contraband collected in connection with the commission of a crime and/or violation of an employee rule to preserve the integrity of the disciplinary and/or legal process.

In order to successfully introduce physical evidence, the evidence must be properly identified, the continuity of the chain of custody must be proven, and the evidence must be material and relevant.

Therefore, all physical evidence/contraband shall be turned over to an IS Investigator located at the secure care facility.

VIII. DISPOSITION OF CONTRABAND:

- A. ALL contraband items shall be evidenced pursuant to the procedures established in YS Policy No. C.4.6, and shall be managed by the IS Office located on the facility grounds or the Director of IS until completion of the investigation or possible litigation.
- B. Following the completed investigation/litigation, contraband shall be disposed of in the following manner with documentation of the method of disposal:
 - 1. Items may be donated to a charitable organization;
 - 2. Items of little or no value may be destroyed;
 - 3. Cash shall be disposed of in accordance with La. R.S. 14:402(F); or
 - 4. Items may be returned to the employee upon their exit from the grounds of the facility by IS.

IX. STAFF DEVELOPMENT:

- A. All current employees shall receive training relative to the contents of this policy on an annual basis.
- B. New employees shall receive this training within 90 days of hire and annually thereafter.
- C. This policy shall be part of the annual in-service training curriculums.
- D. All training shall be documented and entered into Louisiana Employees Online (LEO).
- E. Instructions on how to file complaints must be readily available to staff, and shall include the use of the Employee Hotline for anonymous reporting.

Previous Regulation/Policy Number: C.2.4

Previous Effective Date: 03/28/2023

Attachments/References:

Search Notification Form January 2024

Search Notification Form

In accordance with YS Policy C.2.4, a Strip Search may be conducted when there is reasonable suspicion that an employee is in possession or is concealing contraband on their person.

I, _____, have reasonable suspicion that
(Facility Director's Name)

_____ is in possession or is concealing contraband on their person.
(Employee's Name)

The strip search shall be conducted by the following individuals. All are the same sex as the employee:

1. _____
(Assistant Director/Deputy Director/Facility Director/Investigative Services)

2. _____
(Juvenile Justice Specialist)

I am directing the above individuals to perform the Strip Search immediately or upon next occasion that the employee enters the grounds of the facility and prior to assuming job assignment.

Director's Name Printed

Director's Signature

Date/Time

Employees Acknowledgment

By signing this form I am verifying that I was provided this Search Notification. My signature does not indicate that I agree or disagree with any statements on the form. Failure to sign this form could result in further discipline for insubordination.

Employee Signature

Date/Time