

**Idaho Department of  
Juvenile Corrections  
Institutional  
Policy/Procedure**

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**SUBJECT: CONTRABAND DETECTION AND DISPOSITION/SEARCHES**

**CATEGORY: EMERGENCY OPERATIONS**

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**Policy**

The purpose of this policy is to define minimum acceptable practices for Idaho Department of Juvenile Corrections (IDJC) staff related to the prevention, detection, and disposition of all types of contraband in IDJC facilities and to prescribe the conditions under which searches are expected to take place.

It is therefore the policy of the IDJC that all staff having contact with juveniles, families, or visitors to IDJC state facilities must be alert for the potential/actual presence of contraband of any type entering the state facilities. Staff must take appropriate action to control the entry of contraband into facilities and the movement of contraband items within the facility.

In situations of suspected contraband, the facility must have instituted reasonable practices pursuant to this policy to closely monitor and, if necessary, to search staff, juveniles, and visitors for contraband items and to seize, report, and appropriately dispose of (or secure for evidence) any items confiscated.

**Operating Procedures**

**I. Contraband Defined**

- A. Contraband includes any unauthorized item found to be in the possession of a juvenile or staff and includes unauthorized items found anywhere in the program and living areas of the three state facilities or grounds.
- B. Following are examples of contraband items when found in the possession of juveniles, unless otherwise authorized by the Superintendent, or designee; however, the list is not all-inclusive:
  - 1. Weapons
  - 2. Alcoholic beverages
  - 3. Tobacco products
  - 4. Drugs or drug paraphernalia
  - 5. Medication, including medicated items

6. Huffable items (petroleum, solvents, and products containing alcohol which are absorbed through the lungs)
7. Money, checks, or other commonly accepted legal tender
8. Chewing gum
9. Personal property belonging to someone else
10. Sexually explicit material
11. Flammable items
12. Keys or locks
13. Two-way radios
14. Cell phones or pagers
15. Other unauthorized items in the possession of a juvenile

## II. Staff Property in IDJC Facilities

- A. When staff have in their possession items that may be deemed contraband when in the possession of juveniles (e.g., keys, cigarettes, gum, cell phones), they must ensure the items are secured and not accessible to any juvenile.
- B. Any staff giving or allowing a juvenile access to any contraband item, either intentionally or unintentionally, may be subject to disciplinary action.
- C. Each Superintendent shall have the authority to issue a directive to staff regarding what items will be permitted on the facility grounds.

## III. Searches of Individual Juveniles or Their Belongings

- A. Routine searches of individual juveniles and their belongings are justified at any time when done to ensure the safety and security of staff, juveniles, and visitors. Such times include, but are not limited to, when juveniles return from community passes or following visitation.
- B. Visual inspections as outlined in the Observation and Assessment Intake (640) policy/procedure may be routinely performed as part of daily operations, as approved by the Superintendent.
- C. All instances of suspected possession or storage of contraband are addressed promptly and firmly through the group process. If the group process does not result in disclosure or admission regarding the location of the contraband, the Unit Manager or Superintendent, or designee, calls upon direct care and other staff, as needed, to assist in a search of the area.

If a juvenile identifies as transgender, also refer to the Non-Discriminatory, Developmentally-Sound Treatment of Lesbian, Gay, Bisexual, Transgender and Intersex Youth (672) policy/procedure in regards to searches.

1. Searches of individual juveniles are conducted using the quadrant method. This search method consists of dividing the juvenile's body in four quadrants and conducting a pat-down search outside the juvenile's clothing on each quadrant.
2. Pat-down searches of individual juveniles must be conducted only by staff of the same sex as the juvenile and must be witnessed by another staff or done in view of a camera.
3. Manual or instrument body cavity searches for contraband are not performed by IDJC staff under any circumstances.
  - a. Looking into a juvenile's mouth, nose, or ears, or observing a juvenile showering constitutes visual inspection that does not rise to the level of a body cavity search and is permitted.
  - b. When there is reasonable suspicion that a juvenile may be carrying contraband, and with the approval of the Superintendent, or designee, a visual inspection of a juvenile showering may be conducted privately by a nonmedical staff of the same sex pursuant to search procedures as outlined in the 640 policy/procedure.
4. An incident report fully detailing the incident is completed by staff involved in the search.

### **Local Operating Procedures**

JCC–Lewiston

#### Disposition of Contraband

- A. Staff having knowledge of any contraband item entering the facility or in the possession of a juvenile will confiscate the item and verbally notify the JCCL control booth, duty officer or designee.
- B. The Superintendent, or designee, is notified of any contraband that is considered to be a significant risk to the safety and security of the facility and the juveniles. A search of the juvenile's person, room or other belongings is conducted, if there is reasonable cause to do so.
- C. Staff complete an IJOS incident report (IR) to document contraband or suspected contraband item.
  1. In the IR, staff documents:  
  
What the item is

Where it was found or confiscated

When it was confiscated

Who confiscated it

Who it was confiscated from

Source of contraband, if determined

2. The IR must be sent in an e-mail to "JCCL All Staff" to ensure the incident is appropriately communicated to all relevant individuals.
- D. The contraband item(s) is turned over to the Rehabilitation Supervisor (RS), or designee, who ensures the item is packaged, labeled with the date and incident report (IR) number.
1. If an item is deemed legal or acceptable, it is returned to the juvenile, placed with the juvenile's personals, or sent home. The disposition of the item, date, and the name of staff processing the item is recorded in the JCCL control booth activity log and in the IR as an addendum.
  2. Items deemed inappropriate are immediately disposed of by the RS and witnessed by another staff member unless, at the discretion of the Superintendent, there is a need to retain them for further review or for training purposes. Any contraband being held for law enforcement or further review, will be secured by the RS or designee.
  3. Items deemed illegal or involved in a pending legal proceeding are turned over to law enforcement.
  4. Once items are disposed of, or turned over to law enforcement, the date, name of staff processing the item, and outcome of the item are documented in the JCCL control booth activity log and in the IJOS IR addendum.
- E. Any money confiscated is receipted and deposited to the juvenile's personal juvenile fund account. If ownership of money cannot be positively determined, the money is deposited in a general juvenile fund.

All confiscated money will be delivered to the Office Services Supervisor (OSS1), or designee, to ensure the chain of custody is properly adhered to.

## JCC–Nampa

### Disposition of Contraband

- A. Staff having knowledge of any contraband item entering the facility or in the possession of a juvenile is to confiscate the item and verbally notify the JCCN control booth and the Unit Manager of the living unit where the juvenile resides, or the duty officer after business hours.
- B. The Superintendent, or designee, is notified of any contraband that is considered to be a significant risk to the safety and security of the facility and the juveniles.

- C. Staff complete an IJOS incident report (IR) to document contraband or suspected contraband item(s).
1. In the IR, staff documents:
    - What the item is
    - Where it was found or confiscated
    - When it was confiscated
    - Who confiscated it
    - Who it was confiscated from
    - Source of contraband, if determined
  2. If the item is not associated with a specific juvenile, the staff who located the contraband item completes the Non-Juvenile Incident Report (DJC-175) form detailing the same information as above and submits it to their supervisor.
- D. The contraband item(s) is turned over to the Rehabilitation Supervisor (RS), or designee, of the living unit where the youth is assigned who ensures the item is packaged, labeled with the date, group name, and incident report (IR) number.
1. If an item is deemed legal or acceptable, it is returned to the juvenile, placed with the juvenile's personals, or sent home. The disposition of the item, date, and the name of staff processing the item is recorded in the JCCN control booth activity log and in the IR as an addendum.
  2. Items deemed inappropriate are immediately disposed of by the RS of the living unit where the youth is assigned and witnessed by another staff member unless, at the discretion of the Superintendent, there is a need to retain them for further review or for training purposes.
  3. Items deemed illegal or involved in a pending legal proceeding are turned over to law enforcement.
  4. Once items are disposed of, or turned over to law enforcement, the date, name of staff processing the item, and outcome of the item are documented in the JCCN control booth activity log and in the IJOS IR addendum.
- E. Any money confiscated is receipted and deposited to the juvenile's personal juvenile fund account. If ownership of money cannot be positively determined, the money is deposited in a general juvenile fund.

#### JCC–St. Anthony

##### Disposition of Contraband

- A. Staff having knowledge of any contraband item entering the facility or in the possession of a juvenile will confiscate the item and notify security and the Unit Manager of the living unit where the juvenile resides.

- B. The Superintendent, or designee, is notified of any contraband that is considered to be a significant risk to the safety and security of the facility and the juveniles.
- C. Staff complete an IJOS incident report (IR) to document contraband or suspected contraband items that have been deemed a significant safety and security risk, documenting the information indicated below.
  - 1. What the item is
  - 2. Where it was found or confiscated
  - 3. When it was confiscated
  - 4. Who confiscated it
  - 5. Who it was confiscated from
  - 6. Source of contraband, if determined
- D. The contraband item(s) is turned over to security staff, who ensures the item is packaged and labeled with the date, group name, and incident report (IR) number. Security staff make an entry in the security log and give the item(s) to the Rehabilitation Unit Manager over safety and security for storage or disposal.
- E. All items confiscated are reviewed by the designated supervisor, who documents the review in an IR addendum.
  - 1. If an item is deemed legal or acceptable, it is returned to the juvenile, placed with the juvenile's personals, or sent home. The disposition of the item, date, and name of staff is recorded in the security log.
  - 2. Items deemed inappropriate are disposed of by the safety and security supervisor immediately unless, at the discretion of the Superintendent, there is a need to retain them for further review or for training purposes.
  - 3. Items deemed illegal or involved in a pending legal proceeding are turned over to law enforcement.
  - 4. Once items are disposed of or turned over to law enforcement, the date, name of staff disposing of the item, and manner of disposal are documented in the security log or related incident report.
- F. Any money confiscated is receipted and deposited to the juvenile's personal juvenile fund account. If ownership of money cannot be positively determined, the money is deposited in a general juvenile fund.

*Reference:* 18-2510, Idaho code  
Glossary of Terms and Acronyms

*Desk Manual(s):* None

*Related Policies:*      [Documentation of Incidents \(600\)](#)  
[Firearms/Weapons and Use of Metal Detector \(680\)](#)  
[Observation and Assessment Intake \(640\)](#)  
[Juvenile Fund \(204\)](#)  
[Parent or Guardian Supervised Community Pass \(650\)](#)  
[Correspondence and Communication: Telephone, Mail, and Visitation \(674\)](#)  
[Non-Discriminatory, Developmentally-Sound Treatment of Lesbian, Gay, Bisexual, Transgender and Intersex Youth \(672\)](#)

*Related Forms:*      [Incident Report \(IJS\)](#)  
[Non-juvenile Incident Report \(DJC-175\)](#)  
[Visitor Consent to Search \(DJC-087\)](#)