

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 15-07</p>	<p align="center">Policy # 20.3</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities</p>	<p>Related Standards & References:</p>	
<p>Chapter 20: CASE MANAGEMENT</p>	<p>Effective Date: 6/5/15 Scheduled Review Date: 6/5/16</p>	
<p>Subject: SEARCHES IN COMMUNITY SERVICES OFFICES</p>	<p>Replaces: 11/1/12 Community Services Division APPROVED:</p>	
<p>Attachments: A – Visitor Notification B – Visitor Search Form C – Lobby/Waiting Area Search Log</p>	<p align="center">  <hr/> Avery D. Niles, Commissioner </p>	

I. POLICY:

Department of Juvenile Justice staff shall conduct searches of Community Services Offices to maintain a safe and secure environment. Searches shall be conducted in a professional manner.

II. DEFINITIONS:

Contraband: Any item that is illegal or threatens the safety of employees or other youth/visitors (i.e. drugs, alcohol, tobacco products, medications, weapons, lighters and matches, etc.).

Training Resource Information System (TRIS): The online information system that provides access to DJJ program descriptions, training registrations, and personnel training data.

Visitor: Any person not assigned to work at a particular Community Service Office. Once identity has been established, DJJ employees, law enforcement officers, community resource providers, service vendors, and other state agency employees are not required, but subject, to being searched.

III. GENERAL PROCEDURES:

A. The main entrance to each Community Services office will have a chime or other device signaling an individual's entry. The entrance will be in the view of the receptionist or other staff. The reception area, when possible, must provide a barrier between the receptionist and visitors as well as to prevent visitors from walking directly to or behind the receptionist's desk.

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- B. Each Community Services office will post a sign at the entrance to the building advising all visitors that weapons or potential weapons are prohibited (Attachment A). Notice will be given to visitors that their person, packages, purses, book bags, or other items are subject to search.
- C. Employees will monitor all access doors as to traffic in and out of the office. When necessary, the doors will be kept locked to prevent unexpected entry by visitors. Youth and their families will be escorted and under observation the entire time they are in the office. Youth and their family may not walk freely throughout the office building at any time.
- D. All office employees will be trained on the use of the brand of handheld metal detector that will be utilized in their offices. Designated staff will be trained in the use of pat frisk searches. All training will be documented in the Training Resource Information System (TRIS). Each Community Services office will maintain a list of all employees trained to operate the handheld metal detector and to complete pat frisk searches.
- E. All visitors will sign a Visitor Search Form (Attachment B) upon entry to a Community Services office.
- F. Once identity has been established, DJJ employees, law enforcement officers, community resource providers, service vendors, and other state agency employees do not have to be searched.
- G. Visitors should clear a metal detector upon every entry and/or re-entry to the lobby/waiting area. If the visitor does not clear a metal detector upon every entry and/or re-entry to the lobby/waiting area, he/she must clear a handheld metal detector and/or a walk-through metal detector prior to moving beyond the lobby/waiting area.
- H. Visitors who refuse to clear a metal detector must leave State property, including the office and the property. If the refusing visitor is a supervised youth, the refusal will constitute a violation of Conditions of Supervision/Probation and the Community Case Manager will issue a graduated sanction.
- I. The Juvenile Program Manager, or senior official in charge of the Community Services office, may authorize a pat frisk search of a visitor, for cause (i.e. metal detector alerts). Visitors will never be strip-searched. Employees of the same sex as the person being searched will perform pat frisk searches. Pat frisk searches must be conducted with an employee witness. If a same-sex employee is not available, then the employee will have the visitor empty the contents of all pockets remove his/her shoes, raise his/her pants legs and turn around for the employee to visually observe the visitor. The employee will then re-wand the visitor with the hand held metal detector. If the metal detector still alerts, the employee will contact the office supervisor for further instruction.

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- J. An in-house Special Incident Report will be completed any time a pat frisk search of a visitor is conducted.
- K. If a youth is found to be in possession of contraband that is not illegal, the contraband will be collected and the graduated sanction process will be followed if it is a violation of his/her Conditions of Supervision/Probation. All confiscated non-illegal contraband will be returned to the youth's parent/guardian or properly disposed of at the direction of the office supervisor.
- L. If a visitor is found to be in possession of contraband that is not illegal (not in violation of federal or state law) (i.e. lighter, matches, tobacco products, etc.) they will be asked to return the items to their vehicle and to not bring such items into the office again.
- M. If a youth or visitor is found to be in possession of contraband that is illegal, (e.g., illegal drugs and alcohol, illegal weapons, etc.), local law enforcement will be contacted immediately.
 - 1. Employees will not attempt to forcibly take contraband from any youth or visitor.
 - 2. When possible, the employee that discovers the illegal contraband will maintain possession of the contraband until local law enforcement arrives. The employee will only give the contraband to the responding law enforcement officer.
- N. A Special Incident Report will be completed anytime a youth is found to be in possession of illegal contraband.
- O. Each Community Services office lobby/waiting area will be searched daily for contraband. Each search will be documented on the Lobby/Waiting Area Search Log (Attachment C).

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO