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Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 4/20/2010
Supersedes:		Dated:

Purpose

Woodside Juvenile Rehabilitation Center must maintain a safe and secure environment at all times for residents, staff and others. Woodside staff will utilize procedures at intake to ensure that youth do not enter the building with contraband. Woodside staff shall determine the least intrusive means of searching a youth in order to maintain a safe and secure environment

Policy

When processing an intake, staff will assure that youth do not bring contraband into the building. The intensity of the search shall be based on the resident's behavior, history, and staff assessment. All decisions about the intensity of the search must be documented.


Procedure

During the admission process, the youth shall be offered the opportunity to call his/her parent(s). Admitting staff shall conduct a complete and thorough search of the youth and his/her possessions upon admission.

- All searches shall be of the least intrusive type necessary to satisfy the safety and security needs of the facility or the safety of the child/resident and not as a form of punishment.
- All searches shall only be conducted by same gender staff of the child/resident
- The pat search shall be considered the initial method of searching children/resident upon admission

Strip searches are authorized only upon reasonable suspicion that the youth may possess contraband, weapons, or other concealed items that may present a threat to the safety and security of the facility, residents, and staff. In the following circumstances, staff should examine if such reasonable suspicion exists:

- Charges or delinquent-like behaviors involve a crime of violence*;
- Charges or delinquent-like behaviors involve escape or use of a weapon;
- Charges or delinquent-like behaviors involve drug related offenses;
- The child/resident's prior history includes arrest, charges or convictions of the above, or the resident has a documented history of bringing contraband into a facility or placement;
- There is evidence of self-harming or suicidal ideation.

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All decisions to initiate a strip search must be documented in an email sent by the deciding staff to the Woodside director immediately following the search. The email must document the reasons for the search, the results of the search, and any follow-up actions taken.

If it is determined that a strip search is not warranted, the following steps will be taken to insure that there is a requisite level of confidence that the resident does not possess any contraband that would compromise the safety and security of the residents, the staff or the building:

- The resident will be asked to remove all clothes in the shower area, out of view of the staff member.
- Staff will search the clothes of the resident, and will ensure that the clothes are washed and placed in storage.
- The staff member will remain in the bathroom doorway, out of view of the resident and propping the door open, while the resident takes a shower.
- The resident will be given a Woodside intake uniform, without undergarments, to wear after taking a shower.
- The resident will be pat searched again after the shower when dressed. Undergarments will be available to the resident at this point.
- The bathroom will be searched after the resident has left.

Staff will use the same criteria in determining the intensity of search that needs to be conducted each time a resident returns to the building after a leave for any reason.

* Crimes of Violence

Misdemeanors:

- Simple Assault (<1)
- Reckless Endangerment (<1)
- Assault on Law Enforcement—1st offense Assault
- Aiming gun at another & discharging (<1)

Felonies:

- Domestic Assault (<18 mos.)
- Animal Cruelty—2nd offense
- Carrying dangerous weapon (<2)
- Possession dang weapon at school, intent to injure—1st offense (<2)
- Hate-motivated crimes, sentence <1 (<2)
- Aggravated Animal Cruelty (<3)

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Felonies, (cont.):

Possession of dangerous weapon at school—2nd offense (<3)

Possession dang weapon at school, intent to injure—2nd offense (<3)

Hate-motivated crimes, sentence 1-5 (<5)

Aggravated Domestic Assault—2nd degree (<5)

Aggravated Stalking (<5)

Possession or use of brass knuckles, blackjack (<5)

Negligent use of gun (<5)

Possession/use of explosives (<5)

Lewd and Lascivious (<5)

Unlawful Restraint—2nd degree (<5)

Aggravated Assault—no serious bodily injury (<5)

Assault and Robbery (<10)

Assault on Law Enforcement—2nd offense (<10)

Attempted malicious use of explosives (<10)

Explosive hoax device (<10)

Arson—2nd degree (1-10)

Arson—1st degree (2-10)

Aggravated Domestic Assault—1st degree (<15)

Unlawful Restraint—1st degree (<15)

Aggravated assault—serious bodily injury (<15)

Assault and Robbery, Dang. Weapon (1-15)

Manslaughter (1-15)

Lewd and Lascivious with Child—1st offense (2-15)

Explosive causing injury (<20)

Sexual Assault—section (c) (<20)

Assault and Robbery, Injury (1-20)

Burglary—occupied dwelling (<25)

Kidnapping (<life)

Sexual Assault—all other sections (3-life)

Lewd and Lascivious with Child—2nd offense (5-life)

Maiming (7-life)

Lewd and Lascivious with Child—3rd offense (10-life)

Aggravated Sexual Assault (10-life)

Murder—2nd degree (20-life)

Arson with Death Resulting (35-life)

Murder—1st degree (35-life)