





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 10 - Security and Control

Policy Number:	10.11
Policy Name:	Contraband
Authority:	Title 15, 1360, 1362, 1375 WIC: 871.5
Replaces:	9.08 Search and Contraband Policy (07/20/2005)
Effective Date:	January 1, 2019
Revision Date:	November 14, 2018
Related Policies and Procedures:	2.17 - Incident Reports 3.05 - Orientation 5.08 - Mail 10.10 - Searches
Related Forms:	Search Authorization Form Incident Report Secure Contraband Locker Log
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## I. POLICY

Contraband is any object, writing, or substance; the possession of which would constitute a crime under the laws of the State of California; pose a danger within a juvenile facility; would interfere with the orderly day-to-day operation of a juvenile facility; or violate facility rules.

As part of the Orientation process, Juvenile Hall staff shall explain the facility rules regarding contraband, searches, and disciplinary procedures to each youth admitted into Juvenile Hall.

Juvenile Hall staff may conduct periodic searches of the facility for contraband. To protect youth and staff, Juvenile Hall staff may subject a youth to a search of his or her person, living and work areas, and possessions at any time in accordance with the procedures outlined in Policy 10.10 - Searches. Juvenile Hall staff shall confiscate and store all discovered contraband pending disposition. Juvenile Hall staff shall report all confiscated contraband in departmental Incident Reports (Policy 2.17 – Incident Reports).

## II. PURPOSE

Contraband enters Juvenile Hall through a variety of means and once inside the facility, it may pose a danger to youth, staff, and visitors. Even minor contraband has the potential to create inequalities between youth that may ultimately lead to violence or disruption within the facility. Identifying and preventing contraband from youth possession in Juvenile Hall protects those within the care of the facility and a system for storing and registering found contraband ensures accountability and safety for all.

## III. PROCEDURES

Juvenile Hall staff shall conduct periodic searches of the facility for contraband. To protect youth and staff, Juvenile Hall staff may subject a youth to a search of his or her person, living and work areas, and possessions at any time in accordance with the procedures outlined in Policy 10.10 - Searches.

When searching for contraband in any correspondence between the youth and state and federal courts, any member of the State Bar or holder of public office, and/or the

Board of State and Community Corrections authorized Juvenile Hall staff may open and inspect such mail only to search for contraband in the presence of the youth (Policy 5.08 – Mail). Youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Board.

Whenever contraband is discovered during intake, the Admissions Counselor shall complete the portion of the Search Authorization Form regarding any found contraband. The Search Authorization Form is only used during the admissions process, not on the living unit.

#### A. Non-Criminal Contraband

- i. If non-criminal contraband such as minor items not allowed in sleeping rooms (i.e., golf pencils, combs, brushes, extra clothing, towels, photographs, or books) is discovered, Juvenile Hall staff shall contact the Officer of the Day or Senior Counselor and attach the contraband to a prepared Incident Report and submit it to the Director of Juvenile Hall for review.
- ii. Juvenile Hall staff shall make an entry in the Living Unit Logbook and inform the youth's Probation Officer.
- iii. Seized items are not normally returned to the youth however in rare instances the Director of Juvenile Hall may use discretion to return the item to the youth's personal property rather than disposing the non-criminal contraband.

#### B. Criminal Contraband

- i. It is a violation of Welfare and Institutions Code Section 871.5 for anyone to bring or assist in bringing in drugs, weapons, or tear gas into Juvenile Hall. If Juvenile Hall staff find any of these items during any type of search, Juvenile Hall staff shall immediately contact the Officer of the Day.

- ii. The Officer of the Day or designee shall call the non-emergency police line and request that an officer report to Juvenile Hall or report the matter to a police officer who is present so the officer can take custody of the contraband and take a police report from the person who found and seized the contraband [WIC 871.5].
- iii. If the item found is criminal contraband, the Juvenile Hall staff member who initially finds the contraband shall remain in sole possession until he or she surrenders the criminal contraband to the San Francisco Police Department, the criminal contraband can be stored in a Secure Contraband Locker, or the criminal contraband is submitted along with an Incident Report. The Juvenile Hall staff member shall not give the contraband to a Senior Counselor, other Juvenile Hall staff members, or any other person for handling.
- iv. Immediately following the seizure and necessary reporting of criminal contraband, Juvenile Hall staff shall complete an Incident Report detailing the circumstances of the situation including the San Francisco Police Department incident report number if applicable.
- v. After completing an Incident Report, Juvenile Hall staff shall place the contraband into an envelope, seal the envelope, and sign across the seal, if possible.
- vi. If unable to surrender the contraband to the San Francisco Police Department, Juvenile Hall staff shall place the contraband into a Secure Contraband Locker while in the presence of the Officer of the Day. The Officer of the Day shall make a notation in the Officer of the Day Logbook as follows:
  - a. Name of Juvenile Hall staff member who found the contraband

- b. Copy of the Incident Report
  - c. Date placed in the locker
  - d. A signature of the Juvenile Hall staff member and the Officer of the Day verifying placement of the contraband in a secure locker.
- vii. The Director of Juvenile Hall or designee shall review the Secure Contraband Locker every three years and destroy all contraband not involved in current investigations.
- viii. The Officer of the Day shall submit typed prosecution requests including Incident Reports after receiving approval from the Director of Juvenile Hall.
- ix. Any criminal contraband items found during an off-site transport or in an off-site setting (i.e., hospital), the criminal contraband shall be collected as evidence by the Juvenile Hall staff present. Juvenile Hall staff are responsible to take possession of the contraband items and secure them. Once secured, Juvenile Hall staff shall notify the Officer of the Day to report the incident. Juvenile Hall staff in possession of the contraband items shall follow the directives of the Officer of the Day.