

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 05-10
Subject: Contraband

Effective Date: 08/11/04

Revision Date: 8/7/17

I. Policy Statement

Contraband items shall be classified as either illegal or restricted and shall be processed and controlled accordingly. Items considered contraband shall be made inaccessible to juveniles.

II. Rationale

Contraband items shall be confiscated and controlled, to ensure the safety and security of juveniles and staff, and to minimize disruptions to treatment or program needs.

III. Definitions

“Contraband” items are those for which possession by a juvenile is either illegal by federal or state law or prohibited by Division policy or a Division facility/program operations manual. Contraband items may include, but are not limited to: tobacco, illicit drugs, paraphernalia, alcoholic beverages, weapons, jewelry, money, electronic devices, cell phones, items capable of being used to effect an escape, or any item that might interfere with the treatment process.

“GRAMA” is the Government Records Access and Management Act, which governs the classification and retention of records that are prepared, owned, received, or retained by government entity, i.e. The Division of Juvenile Justice Services (Utah Code Ann. 63 G-2)

IV. Procedures

- A. Staff shall be alert to the possibility of contraband items coming into a Division facility/program.
- B. Staff shall immediately confiscate contraband items when discovered. If it is determined that the items could be considered as evidence, staff shall act in accordance to Division policy 05-09.
- C. For regulatory purposes, items identified as contraband will be placed into two categories and controlled accordingly.
 - 1. **Illegal Items:** These items are identified as illegal under federal or state law and possession of them by a juvenile may result in criminal charges. These items include, but are not limited to: tobacco, illicit drugs, paraphernalia, alcoholic beverages, and weapons.

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2. Staff shall confiscate, inventory and act in accordance with Division policy 05-09.
3. Staff shall make a report to law enforcement when appropriate and complete a Division incident report.
4. Restricted Items: These items might not be illegal; however, possession of them by a juvenile is prohibited by Division policy. These items include, but are not limited to: money, jewelry, knives (legal), lighters, matches, and other property as designated in the facility/program operations manual.
 - A. These items will be confiscated by staff,
 - B. properly inventoried (with the inventory list recorded and signed for by the juvenile),
 - C. stored in a secure location to be returned to the juvenile at the time of release in accordance with Division policy 04-05, or
 - D. released to a parent/guardian.
- D. Money in the possession of the juvenile or received by the juvenile via visitors, mail, or another source, is a restricted item per part C-4, and must be immediately deposited into the facility/program safe or designated secure area and documented in the juvenile's personal property inventory.
- E. Incident reports, personal inventory forms, daily logs and any additional records related to the confiscation and disposal of contraband items must be maintained at the facility in accordance with Division policy 06-01.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

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This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



H. Craig Hall, Chair
Board of Juvenile Justice Services

08-29-17

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

08-29-17

Signature Date