
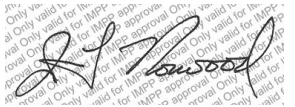


KANSAS DEPARTMENT OF CORRECTIONS

 INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 12-115D	PAGE NUMBER 1 of 9
	SUBJECT: SECURITY AND CONTROL: Search of Visitors	
Approved By:  Secretary of Corrections	Original Date Issued: 12-12-17	
	Replaces Version Issued: N/A	
	CURRENT VERSION EFFECTIVE: 12-12-17	

APPLICABILITY:	_ ADULT Operations Only	_ JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

Visitors shall be allowed to possess limited items of personal property when entering upon the grounds of a correctional facility and, to prevent the introduction of contraband items and maintain the security of correctional facilities, all visitors shall be subject to search prior to entering the facility. Each visitor shall be required to clear both a metal detector and a parcel x-ray machine search. Any visitor who is unable to clear a walk-through metal detector after three attempts will be subject to a search using a hand-held device. Any visitor who then is unable to clear the hand-held metal detector shall not be allowed to visit that day. In the event a visitor clears the metal detector and parcel x-ray machine search, the visitor may be requested to submit to a pat down search and/or a strip search if reasonable suspicion is present that the visitor is in the possession of contraband. Notification of search requirements shall be posted at facility entrances and distributed to potential visitors. At the discretion of the warden/superintendent, advance notice of scheduled searches and sites may be provided to visitors. (ACO 2-CO-3A-01, ACI 3-4445)

Searches shall be conducted in the least intrusive practical method and in a manner that avoids unnecessary force, embarrassment or indignity to the person being searched. Except in emergency situations, as determined by the shift supervisor, all searches except canine screening, metal detectors, and parcel x-ray searches shall be conducted by an employee of the same sex as the person being searched. Searches that involve more than a canine screening, metal detector or parcel x-ray machine search shall only be conducted when there is reasonable suspicion that the visitor is in possession of contraband; the visitor has voluntarily provided written consent to the search; and, approval has been received from a designated authority. Pat down and strip searches may be authorized by the shift supervisor, facility duty officer, or higher authority. No person under the age of 18 years shall be subjected to a strip search for any reason, and there shall be absolutely no exceptions. If there is reasonable suspicion that a person under the age of 18 years possesses contraband that cannot be effectively located by searches of a less invasive nature than a strip search, then that person shall be denied a visit. Body cavity searches shall not be conducted on a visitor. (ACI 3-4185)

Trained narcotic/contraband detection dogs may be utilized as part of brief, systematic and controlled searches at pedestrian and vehicle entry points of the facility or State property, and in random parking lot searches to control the introduction of contraband and to create a strong law enforcement presence on the grounds of departmental property. Dogs may be used to screen personal property items of visitors but shall not be used for any other type of search of an individual except via the use of a barrier screen. Vehicle screenings by dogs shall be limited to the exterior of the vehicle. Search warrants or written consent shall be required for searches of a visitor's vehicle. Based upon a warrant or written consent, canines may be used for the search of vehicular interiors. The degree of the search shall be determined in accordance with procedures provided in this policy. All searches shall be performed by staff trained and qualified in such procedures.

Visitors may refuse to submit to a search. Visitors who refuse to submit to a requested search shall be denied offender visitation privileges, in accordance with provisions of KAR 44-7-104/KAR 123-5-505, and/or access to the

correctional facility. The warden/superintendent may waive all or portions of the search procedure for visiting officials, including law enforcement officers, who will be under continuous escort and supervision while in the facility.

DEFINITIONS

Barrier Screen: A physical barrier between humans and K-9 dogs. It allows the odor of illegal substances to flow freely from persons, personal effects and property through the screen without allowing the K-9 dog to come into direct contact with the person or elements being searched.

Body Cavity: The interior of the human body not visible by normal observation, such as the anal cavity and the vagina.

Body Cavity Search: Inspection for contraband items in the body cavity of a person conducted by medical staff using fingers or simple instruments.

Canine (K-9) Detection/Screen: The passive scrutiny of inanimate objects by dogs trained to indicate the presence of the odor of narcotics or other contraband.

Contraband: Any item that has not been approved for introduction into a correctional facility by law, regulation, policy or otherwise specifically authorized by the warden/superintendent, per KAR 44-2-103/123-2-111 and KSA 21-5914.

Metal Detector Search: Search using a handheld or walk-through screening device to determine the presence of metal objects. It may be necessary for an individual to remove shoes, belts, watches, and other personal items in order to clear a metal detector.

Non-Removable Medical Device: A required medical device that is placed on or in a person and is not removable for purposes of conducting conventional searches.

Narcotics/Contraband Detection Dog: A dog specifically trained for use in detection of the odor of contraband. Such dogs may have received intensive training for the detection of certain types of contraband, such as drugs, explosives or firearms. A canine is a screening device utilized to detect the presence of odor of illegal narcotics, based upon the dog's alert the handler determines if there is reasonable suspicion or probable cause to request a consent to search.

Parcel X-Ray Device: A device used to visually inspect and examine the interior details of packages, parcels, and other containers by means of low intensity X-ray technology.

Pat Down Search: Inspection of a fully clothed person using the hands, including the removal of items from the person's clothing, removal of shoes, loosening of clothes and belts, and shaking out loose clothing, and brassieres. Includes inspection/search of the person's belonging or personal effects.

Probable Cause: A reasonable belief that a specific crime has been committed and that the defendant committed the crime. It is information that leads a reasonably prudent person to believe a crime has been committed and that evidence of the crime may be found on a particular person or in a place of means of conveyance.

Reasonable Suspicion: A subjective suspicion supported by objective, articulable facts that would reasonably lead a reasonable, experienced and prudent person to suspect an individual is in possession of contraband.

Strip Search: The removal of all clothing followed by a visual inspection of all body surfaces and all body cavities without touching the person at any time. The person may be asked to, as applicable, lift his/her genitals or breasts and bend over to facilitate inspection of the vaginal or anal cavities.

Systematic and Controlled Searches: Planned, fair, systematic and impartial scrutiny of individuals, vehicles or personal property being introduced onto State property or the facility, based upon a consistent, pre-determined plan or pattern: the search of each individual or vehicle entering the facility, or some other sequence that randomly selects an individual or vehicle from the group, i.e., every third, every fifth, etc.

Vehicle Search: Inspection of a vehicle located on State property.

Visitor: Any person attempting to gain access to a facility, other than employees of the Department of Corrections or volunteers approved to provide programs or services at the facility.

PROCEDURES

I. Allowable Personal Property

- A. All visitors shall be allowed, at a minimum, to possess all items of personal property set out in the Schedule of Allowable Visitor Property (Attachment A).
 1. Possession of the items included within this schedule shall not render any visitor subject to being charged with introduction of contraband to a correctional facility.
 2. Visitors may, however, at the discretion of the warden/superintendent, be required to either store these items or remove them from the facility prior to actually visiting with any offender housed at a KDOC facility.
 3. All personal items are subject to physical and/or x-ray inspection. Such searches shall include the inspection of all packages, briefcases, bags, purses or hand carried materials.

II. Notice of Search Requirement (ACI 3-4445)

- A. A notice shall be displayed near the entrance to each facility that states the following:
 1. In English, **"All persons entering upon these grounds are subject to routine searches of their person, property, or packages."; and,**
 2. In Spanish, **"Todas personas que entren en esta terretorio tendran que ser esculcadas rutinamenta de persona, propiedades, o paquetes."**
- B. The following legal citations shall also be shown on the face of the sign: KSA 21-5914, and 75-5210(d).
- C. This sign shall be so placed as to maximize its visibility for those intending to enter the facility.
- D. The above statement shall also be included in printed information made available to offenders for distribution to potential visitors.

III. Types, Procedures and Conditions of Searches (ACO 2-CO-3A-01)

- A. Parcel X-ray and/or Metal Detector Searches
 1. A Parcel X-ray **and/or METAL DETECTOR search** may be conducted without meeting a specific standard of justification or without written consent for any visitor seeking access to a correctional facility.
 - a. Such searches shall include the inspection of all packages, briefcases, bags, purses, or other hand carried materials or objects.
 2. All visitors must pass through and clear a walk-through metal detector. It may be necessary to remove shoes, belts, watches, items from pockets, and other personal items in order to clear a metal detector.
 3. Visitors unable to clear a walk-through metal detector due to the presence of a non-removable medical device (i.e. pacemaker, medical devices, implants, knee/hip replacements etc.) must provide written documentation from a physician, and such documentation shall be made a part of their visitation record. Medical verification does not preclude the use of a scan using a hand-held metal detector. Visitors may be requested to allow a pat search of the area where the medical device is located to ensure that no other items are present in that area.

- a. Visitors that lack written documentation from a physician upon their first visit to a KDOC facility may, at the discretion of the warden/superintendent or warden's/superintendent's designee, be permitted a one-time non-contact visit. Subsequent visits shall require the presentation of documentation.
 4. Visitors shall place metallic and other items on their person in the tray provided. These items shall be evaluated by the screening officer to ensure they do not pose a threat to the safety and security of the facility.
 5. Screening staff shall monitor visitors passing through the metal detector. Visitors shall proceed through the detector at a normal pace and with their hands by their side.
 6. Visitors shall be allowed three (3) attempts to clear the walk-through detector. If a visitor fails to clear a walk-through metal detector after three (3) attempts, a hand-held metal detector shall be used.
 - a. Special medical devices shall be processed as follows:
 - (1) Pacemakers can go through the walk-through detector but a person with a pacemaker can NOT be searched, using a handheld metal detector. If a person does not clear the walk-through detector, a pat search shall be conducted.
 - (2) Pick lines in the neck and/or arms for dialysis patients and cancer patients have a metal shunt under the skin of the person. Some of these are bandaged and some are not. Using a handheld metal detector on these areas is acceptable. However, pat searching the area is not appropriate due to contamination of the area that usually has open wounds due to needle sticks.
 - (3) Diabetic insulin pumps are a non-removable medical device. Using a handheld metal detector, the pump does not affect the reading and pat searching the pump does not affect it.
 7. Visitors failing to clear the handheld metal detector, including any pat search of an area where a medical device is located, or who refuse to be screened by a metal detector shall be denied admission to the facility.
- B. Pat Down Searches
1. If, after the above methods have been employed, there is reasonable suspicion that the potential visitor possesses contraband, a pat down search may be undertaken if the subject of the search gives written consent and approval is granted by the shift supervisor of the rank of Correctional Specialist I or above, or, if unavailable, the facility duty officer.
 - a. The Visitor's Consent to be Searched form (Attachment B) shall be used to document that consent.
 - b. If the potential visitor refuses to consent to any type of authorized search, he/she shall be denied access to the facility and escorted from the premises.
 - c. If the potential visitor consents to such a search, he/she shall be removed to a private area before the search is conducted. Reasonable measures shall be taken to preserve the dignity and privacy of the person being searched.
 - d. Two (2) corrections officers of the same gender as the person to be searched shall conduct the search.

C. Strip Searches

1. If, after the procedures described in Sections III.A. and III.B. above have been employed, and there is still reasonable suspicion that the potential visitor possesses contraband, a **STRIP SEARCH** may be conducted if the subject of the search gives written consent, using the Visitor's Consent to be Searched form (Attachment B), and approval is granted by the shift supervisor of the rank of Correctional Specialist I or above, or, if unavailable, the facility duty officer.
 - a. The security supervisor or duty officer shall evaluate the grounds asserted to justify the search before granting or denying approval.
 - b. The search shall be conducted at a private location where proper sanitation provisions and privacy can be maintained.
 - c. The provision for witnesses is as follows:
 - (1) Two (2) corrections officers shall always be present, one to conduct the search, the other to act as a witness.
 - (2) Both officers shall be trained in search procedures and shall be of the same gender as the person being searched.

D. Canine (K-9) Detection/Screening

1. Designated Canine Detection and Search Teams and Responsibilities.
 - a. Trained detection dogs and dog handlers may be used, based on a random schedule determined by the warden/superintendent or designee, to screen and/or search any area of the facility, any person attempting to enter a facility and vehicles entering or parked on the facility grounds.
 - (1) All dogs used in canine screens shall be appropriately trained and routinely certified for reliability, per IMPP 12-114; all officers used as dog handlers shall be trained and qualified for the duty assignment, per IMPP 03-104D.
 - (a) Records shall be maintained by the warden/superintendent or designee of all canine screenings and canine utilization training, per the provisions of IMPP 12-114.
 - (2) Canine screens shall be conducted with a search team of employees designated by the warden/superintendent to assist the dog handler(s).
 - (a) Whenever possible, search teams should include staff trained in the following areas:
 - i. Use of force;
 - ii. Search incident to arrest; and,
 - iii. The Miranda rights of the individual being arrested.
 - (3) Officers handling the detection dogs shall be responsible to control the dog and to advise the search team members when a dog has indicated the presence of an odor of contraband in an item of property or a vehicle.
 - (4) Search team members shall be responsible to interact with the individual(s) and/or owner/driver of the vehicle to request consent for any type of search determined appropriate following the canine screen.

2. Procedures for Canine Screenings utilizing barrier screen

- a. Individuals attempting to enter a facility may be detained briefly and requested by a search team member to place all items of personal property cases, bags, etc., for purposes of a canine screening of property and/or to submit to a canine screening of their person.
- b. Once the individual has indicated their willingness to comply with the request, the search team member shall, in the case of barrier screening, require the individual to set property down and stand behind the barrier screen.
- c. With the individual and their property positioned behind the barrier screen, the dog handler shall move the dog in to inspect either the items in the container and/or the individual through a barrier screen.
 - (1) If the dog does not indicate the presence of an odor of contraband, the dog handler shall advise the search team member that the individual is cleared.
 - (2) If the dog does indicate the presence of an odor of contraband, the dog handler shall advise the search team members and the visitor shall be removed from the immediate area.
- d. Search team members shall be responsible for all communication with the individuals subject to searches, to include:
 - (1) Providing verbal instructions and requests for removal of property items;
 - (2) Advise the individual to collect the property items and proceed into the facility; or,
 - (3) Advising the individual of the results of the dog's screening through the barrier screen and requesting the individual's consent to submit to further search procedures, per this IMPP, prior to gaining access to the facility.
 - (a) In the event the search team has reason to believe a crime has been committed by the individual, the search team may, if trained and authorized, arrest the individual and transport him/her to the local authorities to file charges.
 - (b) Search team members not trained in arrest procedures, per the previous sub-procedure above, should not be involved in the arrest or transportation process for non-offenders.

E. Vehicle Check Lane Search Procedures

1. When established, entry point checks by K-9 Units shall, in accordance with a pre-determined plan, require that all vehicle operators seeking access to the facility grounds be detained for a brief period to permit the canine screen.
 - a. KDOC search team members shall advise vehicle occupants seeking entry onto the facility grounds or State property of the presence of the K-9 unit and the purpose of the brief delay in passage. Routinely, vehicles and individuals shall not be delayed any longer than required for the detection dog's examination of the vehicle.

F. Parking Lot Search Procedures

1. Canine screenings of vehicles parked on facility property may be conducted as directed by the warden/superintendent or designee by the K-9 Officer without designated search teams.
 - a. When alerted to a suspicious vehicle by the dog, the K-9 Unit officer shall advise the shift supervisor. The shift supervisor shall be responsible to initiate steps to identify the owner/driver of the vehicle and to request a his/her consent to search the vehicle.

IV. Prohibition Regarding General Body Cavity Search of Visitors

- A. If a search of a lesser degree than a body cavity search is not sufficient to allay suspicion that the visitor possesses contraband, the potential visitor shall be denied admission to the security perimeter entirely and escorted from the premises. (ACI 3-4185)

V. Consent to Search Vehicles

- A. Search team officers shall not conduct the search of any vehicle without the written consent of the vehicle driver seeking access to the facility or the owner/driver of a vehicle parked on facility property.
 1. The Visitor's Consent to Be Searched form (Attachment B) shall be used to document that consent.
 - a. If the potential visitor to the facility refuses to consent to any type of authorized search he/she and the vehicle shall be escorted from the premises and access to the facility shall be denied.
 - (1) Visitors shall be advised of the consequences of the refusal per the policy stated by this IMPP.
 - b. If the owner/driver of a vehicle parked on facility grounds refuses to consent to any type of authorized search he/she and the vehicle shall be escorted from the premises and appropriate follow-up actions initiated.
 - c. If the owner/driver or passengers had gained access or attempted to gain access to the facility for purposes of visiting an offender, future visiting privileges shall be denied in accordance with KAR 44-7-104/KAR 123-5-505.

VI. Response to Consent Refusals

- A. If a potential visitor chooses not to be searched or to permit the search of his/her vehicle and a decision to deny him/her access is made the visitor shall be permitted to leave the premises.
- B. If there is probable cause to believe that a crime has been committed, properly trained officers assigned to the Enforcement, Apprehensions and Investigations Unit of a facility may, upon authorization of the warden/superintendent or designee, arrest, search, and transport the individual to jail.
 1. At a minimum, these officers shall be trained in the following areas:
 - a. Use of force;
 - b. Search incident to arrest; and,
 - c. The Miranda rights of the individual being arrested.

2. Officers not specifically trained in these areas should not be involved in the arrest and transportation process for non-offenders.
 - a. Remote units of facilities, without access to such trained officers, shall contact the local law enforcement agency and request assistance in taking the subject into custody.
 3. To ensure the cooperation of the county/district attorney and local law enforcement agencies, wardens/superintendents or their designees shall consult with these agencies regarding the arrest of private citizens by corrections officers.
- C. Refusal to consent and submit to a search shall be sufficient cause for the warden/superintendent to:
1. Suspend visiting privileges and remove the visitor's name from the offender's visiting list for a one (1) year period and restrict visiting privileges to non-contact visiting for a six (6) month period following the suspension.
 2. The invoking of this action shall be the responsibility of the warden/superintendent.
- D. Following the action to suspend visiting privileges, the warden/superintendent or designee shall:
1. Notify, in writing, the individual visitor and the offender(s) who the individual had been approved to visit of that individual's suspension and the duration of the suspension; and,
 2. Notify the staff member assigned to maintain the offender's Visitor's List of the visitor's suspension.

VII. Reporting Requirements

- A. Consent refusals shall be documented on an incident report, per IMPP 01-113D.
- B. A detailed report, Pat Down/Strip Search Report, (Attachment C) shall be prepared by any staff member conducting a search other than a pat down or metal detector search.
- C. This report shall be completed before the reporting officer leaves the facility for the day.

VIII. General Orders

- A, Subject to Paragraph B, this IMPP shall serve as final policy regarding the search of visitors in all departmental facilities, and no facility general orders shall be allowed on this subject.
- B, General Orders shall be developed that reflect the list of allowable property items contained in Attachment A of this IMPP and any additional allowance authorized by the warden/superintendent.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Pat Down/Strip Search Report	Officer Conducting Search to Facility Warden/Superintendent	As Required
Incident Report: Consent Refusal	Officer Requesting Visitor's Consent to Search to Warden/Superintendent	As Required

REFERENCES

KSA 21-5914, 22-2520, 22-2521, 22-2522, 22-2523, 22-2524, 75-5210(d)
KAR 44-2-103, 44-7-104; 123-2-111, 123-5-505
IMPP 01-113D, 03-104D, 12-114
ACO 2-3A-01
ACI 3-4185, 3-4445
JCF 4-JCF-2A-28

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Schedule of Allow Visitor Property	1 page
B	Visitor's Consent to be Searched	2 pages
C	Pat Down/Strip Search Report	1 page

SCHEDULE OF ALLOWABLE VISITOR PROPERTY

The following is a list of items that each visitor shall be allowed to have in their possession when entering upon state property. Visitors may, however, at the discretion of the warden/superintendent, be required to either store these items or remove them from the facility prior to actually visiting with any offender housed at a KDOC facility.

1. Cash currency, or coin, not to exceed \$50.00 total.
2. Unendorsed personal checks in checkbook, with other normal checkbook documents.
3. Credit cards and any executed credit card receipts.
4. Personal identification documents to include birth certificates, driver's license, marriage license, membership cards, social security cards, medical alert cards, and insurance cards.
5. Prescription medication, that does not require injection, not to exceed the amount needed for the length of the visitation period.
6. Personal jewelry, including a medical alert bracelet, if appropriate.
7. Eyeglasses, contact lenses, or sunglasses.
8. Personal keys, including house keys, car keys, and other personal keys that will not operate facility locking devices.
9. Diapers, bottles and other items associated with any infant children who may be within the visitors' care and custody during the visitation period.

KANSAS DEPARTMENT OF CORRECTIONS

**VISITOR'S CONSENT TO BE SEARCHED
(Pat Down, Strip, Vehicle)**

ACKNOWLEDGMENT OF ORDER FOR SEARCH

**WARNING:
READ THIS DOCUMENT BEFORE SIGNING**

Pursuant to KSA 21-5914, traffic in contraband in a correctional institution is a felony.

K.S.A. 21-5914. Traffic in contraband in a correctional institution or care and treatment facility.

- (a) Traffic in contraband in a correctional institution or care and treatment facility is, without the consent of the administrator of the correctional institution or care and treatment facility:
- (1) Introducing or attempting to introduce any item into or upon the grounds of any correctional institution or care and treatment facility;
 - (2) taking, sending, attempting to take or attempting to send any item from any correctional institution or care and treatment facility;
 - (3) any unauthorized possession of any item while in any correctional institution or care and treatment facility;
 - (4) distributing any item within any correctional institution or care and treatment facility;
 - (5) supplying to another who is in lawful custody any object or thing adapted or designed for use in making an escape; or
 - (6) introducing into an institution in which a person is confined any object or thing adapted or designed for use in making any escape.
- (b) Traffic in contraband in a correctional institution or care and treatment facility is a:
- (1) severity level 6, nonperson felony, except as provided in subsection (b)(2) or (b)(3);
 - (2) severity level 5, nonperson felony if such items are:
 - (A) Firearms, ammunition, explosives or a controlled substance which is defined in K.S.A. 2016 Supp. 21-5701, and amendments thereto, except as provided in subsection (b)(3);
 - (B) defined as contraband by rules and regulations adopted by the secretary of corrections, in a state correctional institution or facility by an employee of a state correctional institution or facility, except as provided in subsection (b)(3);
 - (C) defined as contraband by rules and regulations adopted by the secretary for aging and disability services, in a care and treatment facility by an employee of a care and treatment facility, except as provided in subsection (b)(3); or
 - (D) defined as contraband by rules and regulations adopted by the commissioner of the juvenile justice authority, in a juvenile correctional facility by an employee of a juvenile correctional facility, except as provided by subsection (b)(3); and
 - (3) severity level 4, nonperson felony if:
 - (A) Such items are firearms, ammunition or explosives, in a correctional institution by an employee of a correctional institution or in a care and treatment facility by an employee of a care and treatment facility; or
 - (B) a violation of subsection (a)(5) or (a)(6) by an employee or volunteer of the department of corrections, or the employee or volunteer of a contractor who is under contract to provide services to the department of corrections.
- (c) The provisions of subsection (b)(2)(A) shall not apply to the possession of a firearm or ammunition in a parking lot open to the public if the firearm or ammunition is carried on the person while in a vehicle or while securing the firearm or ammunition in the vehicle, or stored out of plain view in a locked but unoccupied vehicle.
- (d) As used in this section:
- (1) "Correctional institution" means any state correctional institution or facility, conservation camp, state security hospital, juvenile correctional facility, community correction center or facility for detention or confinement, juvenile detention facility or jail;
 - (2) "care and treatment facility" means the state security hospital provided for under K.S.A. 76-1305 et seq., and amendments thereto, and a facility operated by the Kansas department for aging and disability services for the purposes provided for under K.S.A. 59-29a-02 et seq., and amendments thereto; and
 - (3) "lawful custody" means the same as in K.S.A. 2016 Supp. 21-5912, and amendments thereto.

It is the policy of the Department of Corrections that under circumstances where there is reasonable suspicion based on specific objective facts and reasonable inferences drawn from those facts in light of experience that a visitor is in possession of contraband items, the warden/superintendent or the warden's/superintendent's designee may demand that the visitor submit to a search of the visitor's person. The visitor may refuse to submit to such search, and in that event the visitor shall be denied access to the facility.

I understand:

- that unless probable cause that I may be violating the law is already present, I may choose to give up my visit and leave the grounds of the correctional institution;
- that refusal to consent and submit to a search may be cause for having my name removed from the offender's visiting list for a period of **ONE (1) YEAR**;
- that traffic in contraband in a correctional institution is a felony, pursuant to K.S.A. 21-5914, which was provided to me; and
- that I may request to see and read the Department of Corrections policy on visitor searches (IMPP 12-115) before signing this form.

REFUSAL TO GIVE CONSENT

I choose to give up my visit with _____ and will leave the grounds
(OFFENDER NAME AND NUMBER)

of this Correctional Facility _____
(NAME/ADDRESS OF CORRECTIONAL FACILITY)

I, _____, of _____, refuse to give consent for the
(VISITOR NAME) (VISITOR'S ADDRESS)

requested search(es).

CONSENT TO SEARCH

I wish to have a visit with _____ and so make this consent.
(OFFENDER NAME AND NUMBER)

Correctional Facility: _____
(NAME/ADDRESS OF CORRECTIONAL FACILITY)

I, _____, of _____,
(VISITOR NAME) (VISITOR'S ADDRESS)

voluntarily consent to be searched to the following extent (check all that apply):

- PAT DOWN SEARCH:** Inspection of a fully clothed person using the hands including the removal of items from the person's clothing. In addition, the loosening of clothes and belt, shaking out loose clothing and brassieres, removing shoes, visual inspection of the mouth, nose and ears without probing, search of the person's head hair by hand or with a comb, and removing wigs or prosthetic devices.
- STRIP SEARCH:** The removal of all clothing followed by a visual inspection of all body surfaces and all body cavities without touching the person at any time. The person can be asked to lift the breast and genitals as applicable and to bend over to facilitate inspection of the vaginal and anal cavities.
- VEHICLE SEARCH:** Inspection of a vehicle located on State property.

SIGNATURE: _____
(VISITOR)

DATE: _____

WITNESS: _____
(STAFF SIGNATURE AND PRINTED NAME)

WITNESS: _____
(STAFF SIGNATURE AND PRINTED NAME)

KANSAS DEPARTMENT OF CORRECTIONS
PAT DOWN/STRIP SEARCH REPORT

IDENTIFYING INFORMATION:

Type of Search _____ Pat Down _____ Strip Search _____
Name of Person Searched _____ Date _____
Location of Search _____ Time _____
Officer Conducting Search _____
Staff Witness _____ Other Witness _____
Person Authorizing Search _____ Rank _____

REASON FOR SEARCH:

EXTENT OF SEARCH:

FINDINGS:

RELATED INFORMATION

Name/Number of offender to be visited _____

Signature of Reporting Officer

Signature of Second Officer/Witness