

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: SEARCH OF EMPLOYEE CONVEYANCES ON DYS CAMPUS	Policy Number: 21
Number of Pages: 1	Section: Search of Employee Conveyance on DYS Campus
Attachments: A. Search of Employee Conveyance Form	Related Standards & References: DYS Institutional Policy Section VIII
Effective Date:	Approved: <hr/> Kathy Pittman, Director

I. POLICY

All Community Services employees and visitor vehicles, carrying cases, boxes, bags, coats, clothes, containers of any kind and or any other conveyances are subject to search while on the property of any DYS campus, as well as prior to the employee or visitor entering or leaving the campus. These searches will be conducted on a random basis and/or when there is reasonable suspicion justifying the need for a search. Proper documentation of the search is required.

A refusal to allow a search will be considered a **Group Three (3) offense for a DYS employee** constituting employment termination.

Law enforcement personnel may be summoned and /or legal action may be initiated in the following situations:

1. An employee or visitor refuses to allow a search to be conducted.
2. A search results in findings that warrant such intervention/action.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

Conveyances – is a means of conveying, especially a vehicle for transportation.

Random – Having no specific pattern, purpose, or objective.

III. PROCEDURE

Reference: DYS Institutional Policy section VIII.