

**Department of Children's Services**  
**INSTRUCTIONS FOR USE OF FORM**  
**CS-1099 Search and Contraband Chain of Custody/Possession**

This form is completed at the time contraband is collected by the person who discovers it. Contraband found in a Youth Development Center is handled in accordance to policy [27.21 Contraband and Preservation of Physical Evidence](#). Contraband found in all other locations is handled in accordance to policy [31.4 Search Procedures](#).

- **Date & Time:** Enter date and time contraband is confiscated.
- **Disciplinary Report #:** *YDC use only.* This line is left blank until received and completed by disciplinary hearing officer.

**ITEMS RECOVERED FROM SECTION**

- **Name & Title:** Enter the name and title of the youth/staff/visitor contraband was recovered from.
- **Location:** Check whether the contraband was recovered from a DCS Office, facility, person or vehicle.
- **Discovered by & Title:** Enter the name of the person who discovered the contraband.
- **Witnessed by & Title:** Enter the name of the person(s) who witnessed the discovery of the contraband if applicable.

**DESCRIPTION OF ARTICLES SECTION**

- **Quantity:** Record the number of items confiscated.
- **Description:** Record the type of contraband confiscated including a detailed description of each item (e.g. name of drug, model, serial number, identifying marks, etc.)

## CHAIN OF CUSTODY

1. The person who discovers the contraband fills in the Item Number, Date, and Relinquished By sections and checks whether the item is being stored, returned to the owner or relinquished to Law Enforcement. ***(Since items may pass through multiple hands prior to the final relinquishment or disposal, the same item number may be listed multiple times on the form.)***
2. If the contraband is received by another person, that person fills in the Received and Purpose of Change of Custody sections. Each time the contraband is given to a different person – the person giving the contraband away fills out the Relinquished By section and the person receiving the contraband fills out the Received and Purpose of Change of Custody sections.
3. If the contraband is stored and NOT received by another person, no further action is needed until the contraband is disposed of or the item is relinquished to someone else. For stored items, the one who removes it from storage fills in the Received By and Purpose of Change of Custody sections.
4. At the time of disposal, the person disposing of the contraband, records the Date & Disposal Method into the last column of the form.