SEARCH AND SEIZURE CHECKLIST

1. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student’s effects or automobile would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?

A. Eyewitness account.
   1. By whom:__________________________________________
   2. Date/Time:________________________________________
   3. Place:____________________________________________
   4. What was seen:_____________________________________

B. Information from a reliable source.
   1. From whom:________________________________________
   2. Time received:_____________________________________
   3. How information was received:________________________
   4. Who received the information:________________________
   5. Describe information:_______________________________

C. Suspicious behavior? Explain.
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
D. Student’s past history? Explain. ________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

E. Time of Search: __________________

F. Location of Search: ________________________________

_________________________________________________________________

G. Student told purpose of search: ______

H. Consent of student requested: ______

2. Was the search you conducted reasonable in terms of scope and intrusiveness?
   A. What were you searching for: ________________________________

_________________________________________________________________

B. Where did you search: ________________________________

_________________________________________________________________

C. Sex of the student: _________________

D. Age of the student: _________________

E. Urgency of the situation: ________________________________

_________________________________________________________________

F. What type of search was being conducted:

_________________________________________________________________

G. Who conducted the search:

    Position:_______________________    Sex:_______________________
H. Witness(s):

__________________________________________  __________________________
__________________________________________  __________________________
__________________________________________  __________________________
__________________________________________  __________________________
__________________________________________  __________________________

3. Explanation of Search: ______________________________________________________

__________________________________________

A. Describe the time and location of the search: ________________________________

__________________________________________

B. Describe exactly what was searched: ________________________________

__________________________________________

C. What did the search yield: ________________________________

__________________________________________

D. What was seized: ________________________________

__________________________________________

E. Were any materials turned over to law enforcement officials? __________

F. Were parents notified of the search including the reason for it and the scope: 

________

Approved: _______  Reviewed: _______  Revised: _______