

Search and Seizure Checklist

I. What factors caused you to have a reasonable suspicion that the search of this student or the student's effects, locker or automobile would turn up evidence that the student has violated or is violating the law, school rules or policy?

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: Yes or No

H. Consent of student requested: Yes or No

II. Was the search you conducted reasonable in terms of scope and intrusiveness?

- A. What were you searching for?
- B. Sex of the student:
- C. Age of the student:
- D. Exigency of the situation:
- E. What type of search was being conducted?
- F. Who conducted the search?
Position: Sex:
- G. Witness(s):

III. 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 authorities?
- F. Were parents notified of the search including the reason for it and the scope?