

**Policy 502.4-E  
Search and Seizure Checklist**

What factors caused you to have a reasonable 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?

**EYEWITNESS ACCOUNT:**

- By whom: \_\_\_\_\_
- Date/Time: \_\_\_\_\_
- Place: \_\_\_\_\_
- What was seen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION FROM RELIABLE SOURCE:**

- From whom: \_\_\_\_\_
- Time received: \_\_\_\_\_
- How information was received: \_\_\_\_\_
- Who received the information: \_\_\_\_\_
- Describe information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUSPICIOUS BEHAVIOR:**

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time of search: \_\_\_\_\_

Location of search: \_\_\_\_\_

Student told purpose of search: \_\_\_\_\_

Consent of student requested: \_\_\_\_\_

**WAS THE SEARCH CONDUCTED REASONABLY IN TERMS OF SCOPE AND INTRUSIVENESS:**

- What were you searching for: \_\_\_\_\_
- Where did you search: \_\_\_\_\_
- Sex of student: \_\_\_\_\_
- Age of the student: \_\_\_\_\_
- Exigency of the situation: \_\_\_\_\_
- What type of search was being conducted: \_\_\_\_\_

- Who conducted the search: \_\_\_\_\_
- Position: \_\_\_\_\_ Sex: \_\_\_\_\_
- Witnesses: \_\_\_\_\_  
\_\_\_\_\_

**EXPLANATION OF SEARCH:**

Describe the time and location of the search: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe exactly what was searched: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did the search yield: \_\_\_\_\_  
\_\_\_\_\_

What was seized: \_\_\_\_\_  
\_\_\_\_\_

Were any materials turned over to law enforcement officials: \_\_\_\_\_  
\_\_\_\_\_

Were parents notified of the search including the reason for it and the scope?  
\_\_\_\_\_

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Related Policy: 502.1; 502.2; 502.2-R; 502.3; 502.3-R; 502.4; 502.4-R  
Legal Reference (Code of Iowa): §808A; 281 IAC 12.3  
IASB Reference: 502.08-E(1)