

PERSONAL PROPERTY

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-011, dated 10/29/15
- FORMS:** Incoming/Outgoing Personal Property (F057-6018)
[Claim For Money Or Damages Against The County Of Orange](#)
Boys/Girls Property Inventory (F057-6004)
(Each facility will formulate forms applicable to their programs)
- PURPOSE:** To ensure safe receipt, care and return of personal property to youth in custody.

I. GENERAL INFORMATION

- A. Each facility will provide a designated location for the storage of a youth's personal property.
- B. Each facility will be responsible for keeping complete and accurate records of all incoming and outgoing property.
- C. Each facility Division Director (DD) will determine the type and amount of personal property youth will be allowed to retain in their possession (e.g., books, hygiene items, etc.)

II. PROCEDURE

Staff will:

- A. Inventory all personal property coming into the facility and record it on the Boys/Girls Property Inventory Form (applicable to that facility). Identify the property with the youth's full name. Upon completion of inventory, affix staff's signature and that of the youth affirming that all items listed are, in fact, all of his/her personal property. Each facility will establish its own procedure for meeting these requirements.
- B. Count all money upon receipt and when returned to the youth. When a youth has \$100 or more in cash, two staff shall count the money and initial the envelope prior to it being placed in a specified secure location.
- C. Confiscate any item deemed inappropriate to the facility and send home when convenient or secure with other inventoried personal property (update property form).
- D. File records of personal property in a specified secure location.
- E. Keep a record of all incoming and outgoing property. Signatures of both staff and youth must be affixed to these records.

- F. Upon release of youth ensure that all belongings are returned before signing, dating and requesting the youth's signature on the appropriate form.
- G. Provide a [Claim For Money Or Damages Against The County Of Orange](#) to the youth/parent whenever a youth's personal property becomes lost or damaged. Attach copies of any SIRs pertinent to the incident, and signed by the **facility** Director or designee, and forward to the Clerk of the Board, Orange County Board of Supervisors (via the chain of command, to Chief Deputy Probation Officer, Facilities). The claim is then forwarded to Risk Management (County Administrator's Office) for processing.

REFERENCES:

Procedures:	3-1-032	Handling of Unclaimed Personal Property in Institutions
	3-1-041	Pictures and Reading Material
	3-2-006	Clothing and Linen
	3-2-011	Intake
	3-2-016	Property Control - Juvenile Hall
	3-3-008	YGC Transfer and Intake Procedure
	3-4-027	Personal Property Control
	3-8-004	Property Control Youth Leadership Academy
Policy:	F-7	Personal Property of Minors in Juvenile Institutions

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APPROVED BY: