

## PROPERTY CONTROL-JUVENILE HALL

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-016, dated 08/12/13
- FORMS:**
- |                                     |             |
|-------------------------------------|-------------|
| Boys/Girls Property Inventory       | (F057-6004) |
| Personal Property Left at Release   | (F057-6016) |
| Personal Property Envelope          | (F057-6227) |
| Record of Valuable                  | (F057-6249) |
| Incoming/Outgoing Personal Property | (F057-6018) |
| Special Incident Report             | (F057-7018) |
- PURPOSE:** To ensure the safe receipt, care and return of all personal property belonging to youth taken into custody at Juvenile Hall.

### I. GENERAL INFORMATION

- A. Advise the **youth** that the escort bag and property bag or box will be sealed and that he/she will NOT be able to have access to ANY property until they are released from custody. Youth that want to take telephone numbers or pictures to the living units may have these items put inside an envelope and placed inside the **youth's** file to be distributed by unit staff as appropriate.
- B. Perishable objects such as food and gum are not considered personal property and are discarded.
- C. Special handling is required of some items as follows:
1. Dispose of all tobacco, in any form, as well as matches/strikers, and inexpensive lighters.
  2. Legal knives and expensive lighters will be stored in a lock box kept in IRC Supervisor's office. Label the property with the **youth's** name and J/DL#.
  3. Dispose of liquor and other intoxicants.
  4. Drugs/narcotics, substances believed to be drugs/narcotics, and paraphernalia used to administer drugs/narcotics should be turned over to the arresting/transporting agency or placed in the evidence locker in accordance with Procedure Manual Item 3-1-004.
  5. Weapons, ammunition, and explosives shall be handled in accordance with Procedure Manual Item 3-1-002.
- D. Only Juvenile Hall Intake Release Center (IRC) staff, the Property Clerk, and staff assigned to do releases will handle clothing and personal property items. Once the **youth** is in custody, inspections of property, bags/boxes or making property available to the **youth** will not be allowed unless approved by a Juvenile Hall Administrator.

- E. To maintain security and inventory quality control, only authorized staff (IRC, Property Clerk, and Control Runner) have access to the Property Room. Youth are not permitted to enter for any reason.
- F. Law enforcement officials are not permitted access to personal property items without a search warrant, court order, or consent of the **youth**.
- G. The attorney for the **youth** or an investigator working on behalf of the **youth's** counsel may view and photograph the property and clothing of a youth housed at Juvenile Hall without a court order or warrant. A written request is required and an appointment must be made at a mutually acceptable time. No property or clothing items may be removed. A copy of the written request and chronological entry or other documentation of the review should be entered into the **youth's** institution file.
- H. Parents or guardians requesting the release of personal property while in custody must obtain authorization from Juvenile Hall administration.
- I. Return all personal clothing and valuables to the **youth** or his/her parents upon release from Juvenile Hall.

## II. COLLECTING PROPERTY

All property should be thoroughly searched for contraband. Thoroughly inspect the contents of pockets, purses, wallets, suitcases and boxes and separately itemize each. After searching the property, secure all property in the proper locations.

- A. Large jackets and coats can be hung on the property bin hanger. Write the **youth's** name on a label and place the label on the property bin hanger.
- B. Place all clothing, undergarments, and socks inside a plastic bag and put the plastic bag inside the property bin. Additional items such as shoes, hats will also go in the property bin. Ensure property bin is labeled with youth's name and location.
- C. Place small items, such as wallets, belts, pictures, papers, and hairpieces in the small, clear, plastic bag, and seal shut with the electronic heat sealer. This becomes an "escort bag", and will be placed in the front pocket of the property bin or property box.
- D. If the youth comes in with narcotics, drug paraphernalia, dangerous weapons, or any other illegal items, turn the items/substances over to the arresting agency. If the arresting agency has already left, lock the items/substances in the evidence locker located in the office adjacent to the file room. Log this information in ICMS stating what was found, on which **youth**, and where the item/substance was placed. **Notify a Supervisor/DO**, draft a Special Incident Report (SIR) regarding the incident and submit to the IRC Supervising Juvenile Correctional Officer (SJCO).
- E. If a **youth** comes in with additional baggage **staff will inspect all items prior to placing** these items and the entire **youth's** property in a large box and label the

side of the box with name, J or DL number and D.O.B. A property bin is not necessary if a box is used.

F. When interviewing a youth, the IRC staff will inventory each **youth's** personal property and describe it fully on the Boys/Girls Property Inventory form.

1. Enter the **youth's** full name, his/her D.O.B., the date and the assigned property bin number/box in which the property will be stored.
2. Receiving staff and the **youth** will both sign the form, affirming that all personal property items are appropriately listed. If the **youth** is unable to sign the form due to intoxication, hostile behavior, etc., the **youth** will sign the property inventory form when he/she is coherent and amenable.
3. **DJCO I's will** file the Boys/Girls Property Inventory form alphabetically in the specified file drawer on the south side of the IRC staff desk.

G. Money and Valuables

Currency of more than \$5.00, jewelry (except costume jewelry), expensive watches, checks, credit cards, and cell phones will be locked in the secured cabinet inside the booking office.

1. Count money and verify the total amount with **the youth**. **If the amount is \$100 or more, two staff will verify the money and initial the envelope.** Insert money and other valuables inside a manila Personal Property Envelope and list name, bin number, D.O.B., amounts, and descriptions on the envelope.
2. Record the amount of money on the **youth's** Property Inventory Sheet, circle it in red, and draw a line to the top of the Property Inventory Sheet and write, "locked" or "safe".
3. Complete a Record of Valuables form listing the Personal Property Envelope's contents.
4. IRC staff will seal and tape the envelope closed. Both the youth and the IRC staff will sign across the sealed flap. They will sign the Record of Valuables form and attach the original copy to the envelope and the pink duplicate copy to the Boys/Girls Property Inventory form.
5. If the **youth** is unable to sign his/her name because of intoxication, hostile behavior, etc., a second staff will witness and verify the contents of the envelope and sign across the flap.
6. The booking clerk will store the envelope alphabetically in the locked cabinet in the booking office. The **youth's** name, J or DL number, D.O.B., date of receipt, and the amount of money/valuables should be recorded in the accounting book located in the booking clerk's office.
7. The booking clerks will inventory the envelopes at the beginning of each shift.

- H. Custody Intake staff will advise the appropriate staff of any name change subsequent to booking, IRC staff will:
1. Change the name on the Boys/Girls Property Inventory form, Personal Property Envelope, property bins, and all other property (boxes, suitcases, and bags).
  2. Booking staff will change the name if the **youth** has money or valuables in the Booking Clerk's Office.
- I. List items received after admittance and fully describe them on the Incoming/Outgoing Personal Property form. Attach this form to the original Property Inventory Sheet and file together.
1. Accept incoming property only if the **youth** is detained at Juvenile Hall at the time the property is received.
  2. All incoming property must be thoroughly searched prior to admittance.
  3. Store newly received property with the original property.
- J. If a **youth** comes into Juvenile Hall from a placement facility with more than two boxes of property, the Deputy Probation Officer will store the **youth's** property in the surplus warehouse, with the exception of the clothes he/she is wearing.

### III. RELEASING PROPERTY

Once a **youth's** property has entered the **facility**, the following steps should be taken to ensure that the **youth** will be reunited with all of his/her property upon release from Juvenile Hall:

- A. Do not allow personal property to be removed prior to the **youth's** release, except under the following circumstances:
1. A law enforcement agency presents a search warrant or other court order directing the release of property to a designated person/agency or the **youth** provides consent in writing and signed by the **youth**. When property is released to a law enforcement agency, staff will note the agency, officer's name, badge number, and date of release on the Property Inventory form.
  2. The parent/guardian request to exchange clothing because the property is in need of repair, laundering, etc. Before clothing is released, a replacement set of clothing needs to be provided.
  3. The **youth** requests to have his/her clothing washed prior to release. Unit staff will then wash the clothing and return it to the property bag.
  4. The parent/guardian or other rightful owner of the property requests its release.

If the **youth** refuses to sign for the release of property, request authorization be given by the assigned probation or parole officer. In

such cases, note the officer's name, date, time, and staff signature on the Property Sheet.

5. If a youth wishes to release money or valuables to his/her parent, guardian **booking staff will verify the Record of Valuables and retrieve the safe item(s). The youth will need to sign the accounting book consenting to the release of money or valuables to the designee.** The booking clerk will then release the money or valuables to the designee by having them sign the Record of Valuables verifying the release of property. IRC staff will circle the safe item in green pen noting the date the safe item was released on the youth property sheet
  6. If the **youth** wishes to release any property in his/her plastic escort bag, the **youth** must be advised that all the contents in the escort bag will be released to the designee. This is due to the fact that the escort bag is sealed and can not be opened until the **youth** is released from custody.
  7. In the event property is released to someone other than the **youth** the Property Inventory Sheet must be initialed by staff and signed by the **youth** and the source taking the property. The **youth** is not required to sign out any property that is being released to a law enforcement agency pursuant to a warrant or court order. However, the **youth** must be notified and a copy of the warrant or court order must be given to the **youth**. If the **youth** provides consent to a law enforcement agency to search his or her property, the consent shall be recorded in writing and signed by the **youth**. A copy of the consent will be placed in the **youth's** property and in the **youth's** institutional file folder.
  8. If the sealed plastic property bag needs to be opened by staff for any reason, it must be done in the presence of at least two staff. The bag must be resealed in the presence of both staff.
  9. Circle all property items that are removed prior to the **youth's release in green pen on the property sheet.**
- B. Youth who are being released to one of the camps – YGC, Joplin, and YLA – take ALL their property with them.
1. A copy of the Boys/Girls Property Inventory form, along with the property, will be sealed in a labeled property box.
  2. If the **youth** has money or valuables that are locked up, IRC staff will give the duplicate copy of the Record of Valuables form to the booking staff so that the money/valuables can be retrieved from the locked cabinet in the Booking Office. After verification of amount, the **youth** will sign the original copy of the Record of Valuables form and the accounting logbook. The transporting staff will retain possession of the money and form until it can be turned over to the appropriate camp staff.
  3. After camp removal property has been accepted into Juvenile Hall, fill out the Other Institutions Incoming Property section located at the bottom of the Boys/Girls Property Inventory form. Write the word “box” in

the bin number section of the sheet and place the box on the shelf in the Property Room.

- C. In the event the **youth** is being transferred to a **facility** other than the above-mentioned camps, the property release procedure will differ depending on the facility.
1. Orange County Jail youth – **Youth** going to OCJ **will** take ALL their property with them, along with a signed yellow copy of the Property Sheet.
  2. Division of Juvenile Justice – **youth** going to DJJ may only take one manila envelope with them. All property is then given to the Property clerk, who will then authorize its return to the parents.
- D. **Youth** being released to a parent, guardian, placement facility, on own recognizance, or other transporting agency will receive ALL property.
1. IRC staff will pull all personal property items listed on the Boys/Girls Property Inventory form.
  2. The **youth** will verify that all property is accounted and sign/date the Property Inventory Sheet.
  3. If there is a discrepancy between the property sheet and the items issue a lost property claims form.
  4. Hand-carry all potentially dangerous property items, escort bag, money, and valuables, and give to the person accepting custody of the **youth**. **DO NOT ALLOW THE YOUTH TO HANDLE ANY ESCORT ITEMS AT ANY TIME DURING THE RELEASE PROCESS.**
  5. Have the person accepting custody of the **youth** sign and date the Boys/Girls Property Inventory form.
- E. Release of money/valuable
1. IRC staff will give the duplicate copy of the Record of Valuables form to the booking staff.
  2. The booking staff will retrieve the money/valuables from the locked cabinet in the Booking Office.
  3. Upon verification of the amount by booking staff, the **youth** will sign the original copy of the Record of Valuables form and the accounting logbook.
  4. Give duplicate Record of Valuables form to the **youth** and attach the signed original to the **youth's** Property Inventory form.
- F. After release, give the signed Boys/Girls Property Inventory form to the booking clerk so that the form can be filed in the **youth's** file.

- G. In the event that the **youth** does not have any clothes in which to be released, IRC staff will provide donated clothes to the **youth**. The donated clothes are located in the Property Room.

#### IV. UNCLAIMED PROPERTY

- A. A staff member, locating property belonging to a released **youth**, will:
1. Turn over property to the Property Clerk.
  2. The Property Clerk will initiate a Personal Property Left at Release letter in triplicate.
    - a. The Property clerk will sign the original prior to mailing it to the **youth**.
    - b. Keep the copy filed alphabetically in the designated file cabinet.
    - c. Keep one copy with the personal property.
  3. When the property is claimed, the recipient will sign the duplicate. The staff member making the transaction will date and sign the form, and forward it to the booking staff for filing in the **youth's** folder.
- B. The Property clerk will label personal property, other than money, not claimed after release or escape, and store it for one year in the container trailers located at Juvenile Hall.
1. The Boys/Girls Property Inventory form, with a completed Personal Property Left at Release letter attached, will remain in the individual's **facility** folder.
  2. The Property Clerk will periodically prepare a list of personal property left over one year and present it to the Assistant Division Director, via the unit supervisor, and include:
    - a. **Youth** name
    - b. Address
    - c. Date of birth
    - d. Dates in Juvenile Hall
    - e. Date the notice was sent
    - f. An itemized list of the property
  3. At the direction of the Assistant Division Director, release the property for disposal.
  4. Make a notation on the Property Left at Release letter and file it inside the **youth's** institutional folder.
- C. If the **youth** escapes from Juvenile Hall, forward the Boys/Girls Property Inventory form to the Property Clerk, who will notify the parents that the property is to be picked up as soon as possible.

- D. A staff member locating money belonging to a released **youth, he/she** will notify Booking who will initiate a Personal Property Left at Release letter and mail the original form to the youth. Valuables will be secured in the booking office.

**REFERENCES:**

Procedures:	3-1-002	Control of Weapons, Ammunition, and Explosives in Facilities
	3-1-004	Disposition of Contraband
	3-1-011	Personal Property
Policy:	F-7	Personal Property of Minors in Juvenile Institutions

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**APPROVED BY:**