

YOUTH'S PERSONAL PROPERTY

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-9-006, dated 08/18/23

FORMS: Incoming/Outgoing Personal Property(F057-6018)

[CEO Risk Management - Claims Money Damages Claim Form.pdf - Agy-Dept Folders](#)

 [Claims Money Damages Claim Form.doc](#)

Boys/Girls Property Inventory	(F057-6004)
Personal Property Left at Release	(F057-6016)
Personal Property Envelope	(F057-6227)
Record of Valuable	(F057-6249)
Special Incident Report	Automated ICMS

PURPOSE: To ensure safe receipt, care and return of personal property to youth in custody. To provide a guideline for the warehousing and disposal of unclaimed personal property of youth housed in Juvenile Facilities.

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.)
- D. Advise the youth that the escort bag and property bag or box will be sealed and that **they** 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.
- E. Perishable objects such as food and gum are not considered personal property and are discarded.
- F. 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 [REDACTED]. 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 3-7-003.
 5. Weapons, ammunition, and explosives shall be handled in accordance with Procedure Manual Item 3-2-005.
- G. Only Juvenile Hall Intake Release Center (IRC) staff, the IRC 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 an Administrator.
- H. 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.
- I. Law enforcement officials are not permitted access to personal property items without a search warrant, court order, or consent of the youth.
- J. 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 **facility** file.
- K. Parents or guardians requesting the release of personal property while in custody must obtain authorization from administration.
- L. Return all personal clothing and valuables to the youth or **their** parents upon release.

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 **their** 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.
 - 1. Upon release of youth ensure that all belongings are returned before signing, dating and requesting the youth's signature on the appropriate form.
 - 2. 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.

III. UNCLAIMED PERSONAL PROPERTY

Return personal property of youth upon their release or as quickly thereafter as possible. Hold unclaimed personal property that cannot be returned for one year from the date of written notification to the owner/guardian.

- A. Contacting Owner/Guardian
 - 1. A staff member locating property belonging to a released or absconded youth will forward the property to the staff responsible for the disposition of belongings at that site:
 - a. Juvenile Hall – Supplies Clerk IRC property clerk
 - b. Youth Guidance Center (YGC) – Supplies Clerk
 - c. Youth Leadership Academy (YLA) – Office Assistant
 - 2. The assigned staff at each site will check Probation Department records for wardship. When it is determined that the youth is not in the custody of the Probation Department, the assigned staff will:
 - a. Complete the Personal Property Left at Release letter in triplicate.
 - b. Sign the original copy of the form and mail it to the parent/guardian via U.S. mail. If there is unclaimed money in the amount of \$5.00 or more, the letter must be sent by certified mail.
 - c. Attach the second copy to the property.
 - d. Keep a third copy in the youth's **facility** folder

3. In instances where the parent/guardian of the youth responds to the letter with written authorization to dispose of the property, the assigned staff forwards a list of property, along with a copy of the written authorization to the designated Assistant Division Director (ADD) or Administrative Manager I – Food Services and Supply via the unit supervisor. File the original copy of the written authorization in the individual's case file or **facility** folder.
4. If there is no response after one year, the property will be released for disposal.

B. Warehousing of Unclaimed Property Other Than Money

1. Juvenile Hall, YGC and YLA will store unclaimed property, other than money, on their own grounds for one year. After one year, the property will be prepared for disposal.
2. The responsible staff will maintain a continuous inventory of all unclaimed property being held by or for their facility. The inventory will include:
 - a. A list of items retained at the facility.
 - b. A list of items being held at Juvenile Hall for disposal and the date when the items were left.
3. Personal property at Juvenile Hall, other than money, not claimed after release or escape shall be labeled with a copy of the Unclaimed Property Letter and placed in storage container #1 cabinet in the IRC property room.

C. Storage and Transfer of Unclaimed Money

1. Each facility will store unclaimed monies for 90 days in a safe.
2. If there is no response to the letter after 90 days, the responsible staff at each **facility** will complete the following:
 - a. Attach a copy of the Property Left at Release letter to the property envelope holding the money.
 - b. Calculate the total amount of unclaimed money being submitted to Accounting and complete a County of Orange receipt.
 - c. Send the letter, the money, and the pink copy of the receipt to the cashier at the Accounting office via a locked moneybag.
 - d. Document on the letter that the unclaimed property was turned over to accounting. The responsible party will date, sign the form and file it in the youth's folder.
3. Accounting holds any amount over ten dollars in trust until it can be transferred to the general fund and transfers amounts under ten dollars to the cash overage account.

D. Disposal of Unclaimed Property

1. The party responsible for Property Control at Juvenile Hall, YGC and YLA will provide a list of personal property left over one year to the designated Assistant Division Director or Administrative Manager I – Food Services and Supply via the unit supervisor. The list will include:
 - a. Youth's Name
 - b. Youth's Address
 - c. Date of Birth
 - d. Dates in Custody
 - e. Date Personal Property Left at Release letter was sent
 - f. Itemized List of Property
 - g. General Condition of Property
2. At the direction of the designated Assistant Division Director or Administrative Manager I – Food Services and Supply release the property for disposal.
3. The responsible party will document on the Personal Property Left at Release letter that the property was not called for and was turned over for disposal. The party will date, sign, and file the letter in the youth's folder.

IV. 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 **Probation** Correctional Officer (SPCO).

- 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, **their** 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 **they are** coherent and amenable.
 - 3. Officers 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 [REDACTED].

- 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 **their** 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 [REDACTED]. 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.

V. TRANSPORTING AND HANDLING: PERSONAL PROPERTY (YGC)

- A. Transportation staff will deliver youth's property to YGC, as requested. This can be done up to [REDACTED] before the late date. Property will be placed in the front office copy room, in file drawer labeled YOUTH'S PROPERTY.

The transportation staff will retain possession of any youth's valuables and turn them over to the clerical staff during normal business hours where they will be locked in the [REDACTED]. In addition, pocketknives with a blade of less than 2½ inches will also be placed in the [REDACTED].

The [REDACTED] is currently a [REDACTED]. Only clerical staff has authorized access to the safe. Cash and valuables received after normal business hours and on the weekends will be temporarily stored by the D.O. in the locked key cabinet located in the front office. Property will be transferred and logged on the next business day by clerical.

- B. If property is received while a youth is at YGC, unit staff will:
 1. Accept incoming property only if the youth is housed at YGC at the time the property is received.
 2. Inventory property and list items on the incoming/outgoing personal property form.
 3. Thoroughly search all incoming property prior to admittance.
- C. Youth should be discouraged from acquiring outside personal property while housed at YGC. Youth should be encouraged to send home any property with parents at earliest availability.
- D. The following shall constitute as "In Unit Property" and the Probation Department shall not assume responsibility/liability for such:
 1. Books/magazines
 2. Letters/notes
 3. Posters/artwork
 4. Hygiene items

The above will not become part of the "personal property" inventory. It may be placed in the property room but will not be inventoried.

- E. Special programs have different levels (phases) and personal property will be handled according to program guidelines. However, the spirit and intent of this

Manual Item should be followed and adhered to and once the property box has been sealed, it should not be opened and closed except as specified within this procedure (see program guidelines).

Youth being released to a parent, guardian, placement facility, on own recognizance, or to another transporting agency will receive all their property.

1. Unit staff will pull all personal property items (box) listed on the Boys/Girls Property Inventory form and any additional "in unit property." Log the property of the youth out of the property room in the Unit Property Log.
2. The youth will verify that all property is accounted for and will sign/date the property inventory sheet.
3. If there is a discrepancy between the property sheet and the items being released, unit staff will write a Special Incident Report and document the discrepancy in the logbook.
4. Do not allow the youth to handle any escort items at any time during the release.
5. Should it be determined that property is missing or damaged, the youth or **their** parent will submit a Personal Property Claim Form. This form is available from the front office.

VI. ESCAPES

When a youth escapes:

- A. All personal property will be inventoried and boxed up, sealed and stored in the property room. A tag will be placed on the outside of the box with the word "Escaped" along with the date of escape. In addition, the date and time when the parent(s) or responsible party were contacted and advised to come and pick up the property will be noted on the tag.
- B. If it is learned that the youth who escaped has been returned to custody, all property at YGC/YLA will be inventoried and boxed up and transferred to Juvenile Hall.
- C. If the property has not been picked up within 60 days of the escape, the property will be transferred to Juvenile Hall as unclaimed property.

VII. REMOVALS

- A. Immediately upon a youth's removal, all property in the youth's possession (i.e., shampoo, conditioner, and letters, etc.) will be boxed up and placed with their "In Unit Property."
- B. If the youth will not be returned to YGC, all property that has not been previously inventoried and sealed in a box, will be inventoried and placed in a sealed box and sent to Juvenile Hall along with proper documentation (i.e., property sheets, etc.) Note: "In Unit Property" will be placed in a separate box and does not have to be inventoried and logged.

REFERENCES:

Procedures:	1-3-405	Personal Property Claims
Policy:	F-7	Personal Property of Minors in Juvenile Institutions

R. Martinez

APPROVED BY: