

## HANDLING OF UNCLAIMED PERSONAL PROPERTY IN FACILITIES

- AUTHORITY:** Government Code Sections 50050 through 50057  
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-032, dated 02/24/14
- FORM:** Personal Property Left at Release (Attachment)
- PURPOSE:** To provide a guideline for the warehousing and disposal of unclaimed personal property of youth housed in Juvenile Facilities.

### I. GENERAL INFORMATION

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.

### II. PROCEDURE

#### 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
  - b. Joplin Youth Center - Supplies Clerk
  - c. Youth Guidance Center (YGC) - Supplies Clerk
  - d. 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** institutional 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 institutional 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, Joplin, 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.

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 institution 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, Joplin, 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.

**REFERENCES:**

Procedures:	1-3-405	Personal Property Claims
	3-1-011	Personal Property
	3-2-016	Property Control - Juvenile Hall
	3-3-004	Property Control - Youth Guidance Center
	3-4-027	Personal Property Control
	3-8-004	Property Control Youth Leadership Academy
Policy:	F-7	Personal Property of Minors in Juvenile Institutions

Attachment

J. Stokely

**APPROVED BY:**

**ORANGE COUNTY PROBATION DEPARTMENT**

**PERSONAL PROPERTY LEFT AT RELEASE  
Juvenile Facilities**

Date \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_

L # : \_\_\_\_\_

Dear \_\_\_\_\_,

When your child was released/escaped from \_\_\_\_\_ he/she left: \_\_\_\_\_.

Please telephone \_\_\_\_\_ to make arrangements to claim the above. Business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. If you do not intend to claim these belongings, please advise us via U.S. Mail of the manner in which you would like us to dispose of this property. Property left unclaimed one year after the date noted above will be considered abandoned and disposed of accordingly.

Sincerely,

\_\_\_\_\_