

PROPERTY CONTROL – YOUTH GUIDANCE CENTER

- AUTHORITY:** Administrative Directive, California Code of Regulations,
Title 15 and 24
- RESCINDS:** Procedure Manual Item 3-3-004, dated 06/19/15
- FORMS:**
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|-------------------------------------|-------------|
| Incoming/Outgoing Personal Property | (F057-6018) |
| Boys/Girls Property Inventory Form | (F057-6004) |
| Personal Property Envelope | (F057-6227) |
| Record of Valuables | (F057-6249) |
| Personal Property Claim Form | (F057-9007) |
| Special Incident Report | (F057-7018) |
| Personal Property Inventory Log | (YGC Log) |
- PURPOSE:** To ensure a uniform procedure for the safe receipt, care and return of all personal property belonging to youth in custody at Youth Guidance Center (YGC).

I. GENERAL INFORMATION

- A. When a youth is received into the facilities, all of his/her personal property is collected and listed on a Boys/Girls Personal Property Inventory. The youth is housed initially at Juvenile Hall and later transferred, along with their property, to YGC.
- Valuable property (jewelry, watches, IDs, cell phones, etc.) and any amount of money will be stored in the YGC safe.
- Release of valuables from the YGC safe by the clerical staff will be during normal business hours, 8 a.m. to 5 p.m. In the event a **youth** is released on the weekend or holiday and upon request of unit staff, valuables will be placed in the D.O.'s locked key cabinet located in the front office.
- B. Personal property will be stored in a designated locked/secure area (property room) in the facility. A logbook (Property Log) will be kept in each unit and used to log in and log out the youth's property prior to placing it in or removing it from the property room.
- A copy of the property sheet will be made. One copy will be made for the I-file and one will be taped to the top of the property box. This will ensure that when a **youth** is removed and the I-file is sent to Juvenile Hall, a property sheet will remain with the property.
- C. Only SJCOs, Sr JCOs, or Center One will have access to the locked/secure area. At no time will any youth be allowed access to the locked/secure area where the property is stored.
- D. A staff member will be designated for each unit to be in charge of and responsible for the procedures, organization, and maintenance of the property for the assigned unit.

II. TRANSPORTING AND HANDLING: PERSONAL PROPERTY

- A. 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 YGC safe. In addition, pocket **knives** with a blade of less than 2½ inches will also be placed in the YGC safe.

The YGC safe is currently [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. [REDACTED]. Property will be transferred and logged on the next business day by clerical.

- B. Upon the youth's arrival at YGC:
1. Transportation staff will deliver the youth and his/her property to the assigned unit.
 2. After processing the youth into the unit, unit staff will:
 - a. Re-inventory the property with the youth, sign the property sheet with the youth and seal the box.
 - b. Staff will make a copy of the property sheet. One copy will be placed in the I-file and one will be taped to the top of the property box.
 - c. Log the youth's property into the facility property book, located in each unit.
 - d. Put youth's property into facility property room, according to assigned unit.
 3. The staff member in charge of the property room will ensure that proper procedures are followed and all property is processed properly and accounted for. In addition, staff will also keep abreast of removal and escapees' property and handle it according to Sections IV and V.
- C. Once the property box has been sealed and stored in the unit property room (**Unit 600**), it should not be reopened without supervisor/administrative approval.
- D. 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

- E. 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.
- F. 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/art work
 - 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.

- G. 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).

III. RELEASING PROPERTY

- A. Youths’ property will be encouraged to be sent home at parent/guardians’ earliest availability (visiting, case conference, meeting, etc.).
- B. In the event the youth’s property is unable to be sent home, the following steps should be taken to ensure the youth will be reunited with all of his/her property upon release from YGC.
- C. 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 document directing the release of property to a designated person(s)/agency. When this occurs, staff will note the agency, officer’s name, badge number, and date of release on the Property Inventory form. Be sure to notify an Administrator/Duty Officer.
 - 2. 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 Officer. In such cases, note the officer’s name, date, time, and staff signature on the property sheet.

- 3. If a youth wishes to release money or valuables to his/her parent/guardian, note the name of the designee on the Boys/Girls Property Inventory form. The youth will then sign the Incoming/Outgoing Property Sheet along with the signature of the designee and the signature of staff witnessing the release.

4. When a youth is to be released and has property in the safe, he/she must stop at the front office. The clerical staff will then release the money or valuables to the designee by having the **youth** sign the accounting book. The signed original of the record of valuables is placed into the youth's institutional file. The yellow copy is given to the youth (or parent).

After hours and on weekends, the valuable property (upon request of unit staff) will be placed [REDACTED] and logged out of the accounting book.

5. If a 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.
6. In the event property is released to someone other than the youth, the Incoming/Outgoing Property Sheet must be completed. 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. However, the youth must be notified and a copy of the warrant or a court order must be given to the youth.)
7. Any time property is added or removed and the seal is broken, staff will indicate the items specifically on the Boys/Girls Property Inventory form, as well as on the Incoming/Outgoing Property Sheet, and file the two papers together and re-seal the box.
8. If the sealed plastic property bag needs to be opened by staff, it must be done in the presence of at least two staff. The bag must then 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.

D. 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 his/her parent will submit a Personal Property Claim Form. This form is available from the front office.

IV. ESCAPES

When a **youth** escapes from YGC:

- 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 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.

V. REMOVALS

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."

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.

VI. UNCLAIMED PROPERTY

- A. All unclaimed property (after 60 days) will be sent to Juvenile Hall and turned over to the property clerk with a memo stating the steps that had been taken to inform the responsible party regarding notification.
- B. The Juvenile Hall property clerk will handle unclaimed property in accordance with PMI 3-2-016, Personal Property Control - Juvenile Hall.
- C. Unclaimed property found in the safe will be processed in accordance with standard accounting procedures. An attempt will be made to locate the owner of the valuables through mail and the assigned Deputy Probation Officer. Any remaining monies will be receipted and forwarded to the cashier for storage in the County's general fund. Other unclaimed valuables will be disposed of at Juvenile Hall. Documents related to the processing of unclaimed property (i.e., receipts, copies of letters to return property, etc.) will be forwarded to the youth's institutional file located at Juvenile Hall.

REFERENCES:

Procedures:	3-1-011	Personal Property
	3-2-016	Property Control-Juvenile Hall
	3-3-008	YGC Transfer and Intake Procedure

3-3-010 YGC Laundry Procedures
3-3-014 Youth Guidance Center Release Guidelines

Policy: F-7 Personal Property of Minors in Juvenile Institutions

B. Lee

APPROVED BY: