

**PROPERTY CONTROL  
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** California Code of Regulations, Title 15, Section 1350  
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-004, dated 01/04/18 (Major Revision)
- FORMS:**
- |                                     |               |
|-------------------------------------|---------------|
| Incoming/Outgoing Personal Property | (F057-6018)   |
| Boys/Girls Property Inventory Form  | (F057-6004.4) |
| Personal Property Envelope          | (F057-6227)   |
| Record of Valuables                 | (F057-6249)   |
| Personal Property Claim Form        | (F057-9007)   |
| Special Incident Report             | (F057-7018)   |
- PURPOSE:** To ensure a uniform procedure for the safe receipt, care and return of all personal property belonging to youth in custody at the Youth Leadership Academy (YLA).

**I. GENERAL INFORMATION**

- A. When a youth is received into Juvenile Hall (JH), all of his personal and valuable property is collected and listed on a Boys/Girls Personal Property Inventory. When a youth transfers into YLA, all of his personal and valuable property (jewelry, watches, IDs, cell phones, etc.) and any amount of money will remain stored at the JH property room and safe until his release.
- B. Outside/incoming property acquired while at YLA will be stored in a designated locked/secure area (property room) in the youth's unit. A logbook (Unit Property Log) will be used to log in and log out the youth's property prior to placing it in or removing it from the property room. Valuable property will be stored in the YLA safe, which is a 2-drawer locking cabinet located in the [REDACTED]
- A copy of the youth's Incoming/Outgoing Personal Property sheet will be retained in the youth's the I-file. Prior to release, staff will check the file to ensure all incoming property is returned.
- Release of valuables from the YLA safe by the clerical staff will be done during normal business hours (8 a.m. to 5 p.m). In the event a youth is released on the weekend or a holiday, the releasing staff and the Duty Officer (D.O.) will retrieve valuables from the locked filing cabinet located in Administration.
- C. Only unit staff 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. Only staff working in or assigned to the unit where property is stored will be authorized to handle that property (i.e., Building 1 staff will handle Building 1 property). Although all unit staff will be authorized to handle unit property, 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 room.

## II. PROCEDURE

### A. Transporting and Handling Personal Property

1. If property is received while a youth is at YLA, unit staff will:
  - a. Accept incoming property only if the youth is housed at YLA at the time the property is received.
  - b. Inventory property and list items on the incoming/outgoing personal property form.
  - c. Thoroughly search all incoming property prior to admittance.

With the exception of personal shoes, youth should be discouraged from acquiring outside personal property while housed at YLA.

2. The following shall constitute “in unit property” and the Probation Department shall not assume responsibility or liability for such:
  - a. Books and magazines
  - b. Letters and notes
  - c. Posters and art work
  - d. Vending machine hygiene items
  - e. Gifts provided by the Probation Department or collaborative agencies

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

3. Special programs have different levels (phases) and personal property will be handled according to program guidelines. However, the spirit and intent of this Procedure Manual Item (PMI) 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.
4. If a youth’s personal clothing should become contaminated, the clothing will be washed per PMI 3-8-010 (Laundry Procedures Youth Leadership Academy).

### B. Releasing Property

1. Once the youth’s incoming property has entered the facility the following steps should be taken to ensure the youth will be reunited with all of his property upon release from YLA.

2. Youth being released to a parent, guardian, placement facility, own recognizance, or to another transporting agency, will receive all their property.
  - a. Unit staff will go to Juvenile Hall and pick up all personal and safe property items (box) listed on the Boys/Girls Property Inventory form. Staff will also check the youth's I-file for any Incoming/Outgoing Personal Property acquired while at YLA and stored "in unit property." Log the property of the youth out of the property room in the Unit Property Log.
  - b. With unit staff, the youth will verify that all property is accounted for and will sign and date the property inventory sheet.
  - c. If there is a discrepancy between the property sheet and the items being released, unit staff will write an SIR and document the discrepancy in the logbook.
  - d. Do not allow the youth to handle any escort items at any time during the release.
  - e. Have the person accepting custody of the youth sign and date the Boys/Girls Property form.
  - f. Should it be determined that property is missing or damaged, the youth or parent will submit a Personal Property Claim Form. This form is available from the front office.

C. Escapes

1. When a youth escapes from YLA, prior to forwarding the youth's I-file to Juvenile Hall, ensure that the most recent property sheet is not in the file. If it is, it must be removed to use for inventory purposes.
2. All incoming/outside property acquired while at YLA, including property in the youth's room, will be inventoried, boxed up, sealed and stored in the YLA 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.
3. When it is learned that the youth who escaped has been returned to custody, all property at YLA will be inventoried, boxed up and transferred to Juvenile Hall.
4. 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.

D. Removals

Immediately upon a youth's removal, all incoming property in the youth's room, including items in their hygiene box, will be boxed up and placed with their In Unit Property.

If a determination has been made that the youth will not be returned to YLA, all incoming property that has not been previously inventoried and sealed in a box (with the exception of in Unit Property) will be inventoried and placed in a sealed box, and sent to Juvenile Hall along with proper documentation (i.e., property sheets, etc.).

E. Unclaimed Property

1. All unclaimed property (after 60 days) will be sent to JH and turned over to the property clerk with a memo stating the notification steps that had been taken to inform the responsible party.
2. The Juvenile Hall property clerk will handle unclaimed property in accordance with PMI 3-2-016 (Personal Property Control-Juvenile Hall).
3. 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 DPO. 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 JH. 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 JH.

**REFERENCES:**

Procedures:	3-1-011	Personal Property
	3-1-032	Handling of Unclaimed Personal Property in Facilities
	3-2-016	Property Control - Juvenile Hall
	3-8-008	Transfer and Intake Procedures Youth Leadership Academy
	3-8-010	Laundry Procedures Youth Leadership Academy
	3-8-014	Release Guidelines - Youth Leadership Academy
Policy:	F-7	Personal Property of Minors in Juvenile Institutions

G. Dransfeldt

**APPROVED BY:**