

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 04-05	Effective Date: 07/2005	Revision Date: 09/11/17
Subject: Juveniles' Personal Property Control		

I. Policy

Division staff shall protect, secure and document the personal property of juveniles who are required to surrender their personal property to the Division's control.

II. Rationale

Juveniles who are placed in Division facilities/programs and are required to surrender control of their personal belongings shall have the right to have their personal belongings, with the exception of illegal contraband, safely secured while in the care, custody or control of the Division.

III. Definitions

“Contraband” items are those for which possession by a juvenile is either illegal by federal or state law or prohibited by the policy of the Division or a particular Division facility/program. Contraband items include, but are not limited to: tobacco, illicit drugs, paraphernalia, alcoholic beverages, weapons, jewelry, money, electronic devices, cell phones, items capable of being used to effect an escape, or any item that might interfere with the treatment process.

IV. Procedures

A. When a juvenile is admitted into a Division facility/program:

1. Staff shall search and complete a detailed inventory of the property/belongings in the juvenile's possession using the property inventory form (04-05A attached to this policy). Staff may photograph juvenile property/belongings.
2. Staff shall conduct a property search in accordance with Division Policy 05-02.
3. Items which are illegal by law shall be treated as potential evidence and shall be secured according to Division policy 05-09.
4. Items which are not illegal by law, but are prohibited by the Division, facility/program, or case manager shall be inventoried by staff and documented as such, then properly disposed of according to Division policy 05-10.

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5. The property inventory form shall be signed by the juvenile and staff at the time of the intake. Except for contraband, approved items will be returned to the juvenile after being inventoried.
 6. Items which the juvenile will not be allowed to possess while in the facility/program, shall be stored in a locked and secure area.
 7. A copy of the property inventory form shall be placed in the juvenile's file and a copy shall be kept with the property in storage at the facility/program.
 8. When staff encounters personal property such as jewelry that cannot be removed without damaging the property or potentially harming the juvenile, staff shall document it on the property inventory form and consult the facility/program Assistant Program Director (APD) or designee to determine appropriate action to take.
- B. While a Juvenile is in the Care, Custody or Control of a Division Facility/Program
1. After a juvenile has been admitted to a facility/program, personal property included in the juvenile's property inventory may be released to the juvenile's parent/guardian.
 2. Additional property may be allowed/brought into a facility/program if approved, and a description of it will be added to the juvenile's property inventory.
 3. Additional property being brought into the facility shall be searched in accordance with procedure A above and prohibited items will be returned to the parent/guardian (or if illegal, will be secured as evidence per policy 05-09).
 4. Changes of personal property shall be documented on the property inventory form and signed for by both the juvenile and the staff.
- C. When a Juvenile is Released from a Division Facility/Program
1. All personal property (other than illegal contraband) stored at the facility (as documented on the property inventory form) shall be released to the juvenile or parent/guardian.
 2. All property being released shall be verified by staff, the juvenile, and the receiving individual (if other than the juvenile).

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3. Staff shall sign and ensure that the juvenile and/or the individual receiving the property, signs the property inventory form documenting the release.
 4. The signed property inventory form shall be maintained in the juvenile's file.
- D. If personal property of a juvenile is not released when the juvenile is released from or leaves the program/facility for any reason:
1. The Division shall continue to store such property left in a facility/program for up to 90 days after release from program or termination from custody.
 2. The Division shall make and document good faith effort to contact the juvenile or parent/guardian during those 90 days. The juvenile or parent/guardian may claim the stored property at any time during the 90 days.
 3. Property not claimed within those 90 days shall be considered to be abandoned, and the APD or designee shall arrange to donate the property to a charitable organization or otherwise properly dispose of it. Donation or disposal of property shall be documented.
 4. Juveniles shall be notified about this policy.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



H. Craig Hall, Chair
Board of Juvenile Justice Services

09-11-17

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

09-11-17

Signature Date