
Personal Property

938.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures to ensure safe receipt, care, and return of personal property to youth in juvenile facilities. This policy applies to all juvenile facility staff.

938.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 §§ 1350 & 1351;
- Juvenile Facility Services Policies: Admittance Procedures; Release Procedures; & Evidence and Contraband.

938.3 POLICY

Upon admission, all youth's personal clothing and valuables shall be inventoried, documented, and stored in a secure area. The detention control officer (DCO) shall document youth's personal property in the Client Management System (CMS). Staff and youth shall sign a property slip for all personal property transactions.

938.4 PROCESSING OF PERSONAL PROPERTY DURING ADMITTANCE

938.4.1 DOCUMENTATION

During the admittance process, personal property shall be documented as follows:

- (a) The DCO shall inventory each youth's personal property, including clothing, valuables and monies, and document it in CMS. The DCO shall include a brief description of each item and the location of the property.
- (b) All personal belongings kept by the youth, such as eye glasses, teeth retainers, braces, crutches, and prosthetics shall be listed in CMS.
- (c) The DCO shall review the property slip from the admittance packet in CMS with the youth, to ensure all personal property is listed. The DCO and youth shall sign the property slip, confirming all items are listed. If the youth is unable or unwilling to sign, a second staff shall verify that all personal property is listed and sign the property form, with a notation that the youth is unable or unwilling to sign.

938.4.2 STORAGE

Personal property shall be stored in a secure location as follows:

- (a) The DCO shall count, in front of the youth, all monies upon admittance.
- (b) The DCO shall place all monies in an envelope with a completed cash slip.
- (c) The DCO and youth shall sign the cash slip verifying the amount inside the envelope.
- (d) The DCO shall seal the envelope and write the youth's name, client identification number (CID), cash amount, and date on the outside of the envelope.

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- (e) The DCO shall initial the back of the envelope. Money envelopes shall be stored [REDACTED]
- (f) The DCO shall place personal property considered valuable in clear zip-lock bags with a completed personal valuables slip.
- (g) The DCO and youth shall sign the personal valuables slip verifying the property is listed.
- (h) Staff shall note the make/model of phones and any damage (i.e. cracked screen), and the appearance of any jewelry items (i.e. white or gold colored metal, red or clear stone).
- (i) Staff shall mark the youth's name and CID on the bag and store it in a secure location.

Valuable property may include, but not be limited to, the following: cell phones, watches, jewelry, checks, credit cards/gift cards, and sunglasses.

Personal property, such as clothing and shoes, shall be placed in large clear plastic bags, tagged with the youth's name and CID, and stored in a green hanging property bag in the property room.

Large clothing items, suitcases, boxes and other property that may not fit in a property bag shall be tagged with the youth's name and CID and stored in the property room.

Staff shall thoroughly search all property including, but not limited to, wallets, purses, backpacks, packages, suitcases and boxes to ensure all personal property is inventoried and that contraband does not enter the facility.

938.4.3 CONTRABAND/POTENTIAL EVIDENCE

The following items shall be discarded: tobacco products, lighters/matches, liquids, hygiene products, perfume/cologne, and food items.

The following items shall be confiscated:

- (a) Gang-related attire (i.e. shirts, hats, belt buckles, bandanas);
- (b) Firearms, other weapons (i.e. knives), ammunition and explosives, as described in the penal code;
- (c) Alcohol or any other intoxicant;
- (d) Narcotics and/or other controlled substances as well as material thought to be narcotics and/or paraphernalia used to administer narcotics; and
- (e) Books and other materials considered to be inappropriate due to violent or sexual content.

Staff shall conduct [REDACTED] of each youth during the admittance process in the presence of the arresting officer. Whenever a youth being searched during the admittance process is found to be in possession of any illegal contraband, it shall be treated as potential evidence and turned over to the arresting officer immediately. Refer to Juvenile Facility Services Policy: Evidence and Contraband.

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938.4.4 LAUNDERING/REPLACEMENT OF SOILED CLOTHING

In the event that a youth's clothing is extremely soiled, the DCO shall ask the youth if they would like to have their clothing laundered.

If the youth requests that their clothes be laundered, the DCO shall:

- (a) Place the youth's clothing in a plastic bag and tag it with the youth's name and CID; and,
- (b) Deliver the soiled clothing to the facility's laundry personnel. Staff shall retrieve the youth's personal property once it has been laundered and store it in the property room.

If the youth identifies their clothing does not fit at the time of release, they can request their parent(s)/legal guardians, loco parentis or responsible adult to deliver additional clothing. When additional clothing is delivered, the DCO shall:

- (a) Notify the youth's parent(s)/legal guardian(s) that clothing is requested;
- (b) Update CMS with items, date and time the property was exchanged.

938.5 PERSONAL PROPERTY TRANSACTIONS

All personal property transactions shall be documented in CMS. A property slip shall be signed by the staff member/person authorized to take or bring property, and by the youth.

Personal property shall not be released from the facility until the youth is released, except when:

- (a) Requested by law enforcement agencies for evidence.

Youth shall sign a property slip to authorize the release of their personal property. In the event, the youth refuses to sign the property slip, a court order to obtain their property shall be required prior to the release of the requested property. The DCO shall document the transaction with appropriate notation in CMS and on the property slip.

Personal property received after admittance shall be handled in the same manner as property received upon admittance.

A youth shall not be in possession of personal property while being transported.

938.6 UPON RELEASE OF YOUTH

Upon the release of a youth, the DCO shall do the following:

- (a) Retrieve the youth's personal property, verifying that all property listed on the property slip is accounted for;
- (b) Present the youth's personal property to them;
- (c) Have the youth sign the property slip and other applicable forms (cash/jewelry/contraband), verifying that all property has been received;
- (d) Place completed property slip(s) in the youth's facility file; and,
- (e) Update CMS with the date and time the property was released.

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Any weapon or potentially dangerous object, that is not considered contraband, shall be given to the adult to whom the youth is being released rather than the youth. The adult shall sign a receipt for the property.

Juvenile facility clothing shall be given to a youth who does not have sufficient clothing, enough to clothe the youth temporarily, upon their release.

938.6.1 TRANSFER OR ESCAPE

If it has been determined that a youth shall be removed from a Riverside County juvenile treatment facility, or the youth has escaped from one of the facilities, the youth's personal property shall be inventoried and placed in a secure area. If the youth is in custody at a Riverside County detention facility, the youth's personal property shall be delivered to the responsible facility. If the youth is not in custody, the property shall be released to the youth's parent(s)/legal guardian(s), loco parentis or responsible adult who shall sign a receipt for the property.

938.7 UNCLAIMED PROPERTY

Staff who locate property belonging to a released youth shall notify the DCO. The DCO shall send a Letter of Recovery (attachment) to the youth's parent(s)/legal guardian(s), loco parentis, or youth, if they are over 18 years of age. If the property is not claimed within 30 days after the letter was sent, a second letter of recovery shall be sent allowing 60 days from the original letter's date for the property to be claimed before disposal or donation.

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Attachments:

1. [Letter of Recovery](#)