





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 3 - Admission, Screening, Classification and Release

Policy Number:	3.02
Policy Name:	Personal Property
Authority:	Title 15, 1351, 1436, 1484
Replaces:	3.02-Personal Property (7/06/2019)
Effective Date:	6/19/2021
Related Policies and Procedures:	3.01 - Admission, Referral, Screening, and Classification 3.04 - Release, Transfers, and Leaves 3.05 - Orientation
Related Forms:	Juvenile Valuables Receipt Property Release Form
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Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The Director of Juvenile Hall has developed and implemented written policies and procedures providing for the collection, retention, and return of youth property including personal clothing and valuables. [Title 15, 1350, 1351]

Juvenile Hall provides for the control and safeguarding of youth personal property while youth are in detention by securing valuables in an individually assigned Safe Deposit Box and having at least two employees witness, sign, and confirm each transaction involving a youth's valuables made at their assigned Safe Deposit Box. The Admissions Counselors are responsible for the collection, documentation, storage, and return of youth valuables. Youth clothing and other belongings are inventoried on a Juvenile Clothing List form, laundered where appropriate, and stored in a secure Property Room. The youth's Probation Officer must authorize the release of any youth property. Juvenile Hall staff shall comply with all written Court Orders to surrender youth property required for evidentiary purposes.

II. PURPOSE

The safe and organized collection, documentation, storage, and return of youth's personal property improves the efficiency of Juvenile Hall operations, models accountability to youth, and promotes trust in the Juvenile Probation Department. Appropriately managing youth property also reflects our care, commitment, and respect for youth and their belongings. Items confiscated during the admissions process may be requested as evidence by the courts and can only be released for this purpose by written order of the court. Properly maintaining such items is important to ensure a fair, transparent, and effective process in the juvenile justice system.

III. PROCEDURE

A. Collection, Storage, and Return of Youth Personal Property

During admission processing, the Admissions Counselor shall collect and record all the youth's money, valuables, clothing, and personal belongings which are not allowed in Juvenile Hall.

i. Authorized Personal Property

The Admissions Counselor shall permit youth to maintain possession of the following personal property while detained at Juvenile Hall and upon release or transfer:

- a. Legal documents as they pertain to ensuring the youth's right to due process and access to legal services as mandated in Title 15 Section 1377.
- b. Prescription eyewear.
- c. Dentures and other medical approved medical items. [Title 15, 1436]

ii. Money, Jewelry and Valuables

During Admissions processing, currency, jewelry, electronic devices, keys, wallets, watches, and other small valuables shall be collected and inventoried on a Juvenile Valuables Receipt. The Admissions Counselor shall inventory all valuables in the presence of a Senior Counselor. Once the Juvenile Valuables Receipt form is completed, the youth, Admissions Counselor, and Senior Counselor will sign it. One copy of the Juvenile Valuables Receipt shall be placed in the youth's Property Bag, a second copy shall be placed in the youth's Admissions Folder, and a third copy shall be placed in a small property storage pouch along with the youth's valuables. The Admissions Counselor shall place the small property storage pouch into the drop safe in the Property Room.

- a. The Admissions Counselor shall document all money and valuables collected from each youth during the admissions processing. The

denomination of each bill and coin and a description of valuables (Note: Jewelry shall be described as “white metal”, “yellow metal”, “green stone”, etc. instead of “silver”, “gold”, “emerald”, etc.) shall be listed on a Juvenile Valuables Receipt.

- b. The youth’s name, PIN, and date of collection shall be clearly written on the Juvenile Valuables Receipt and currency envelope.
- c. The Admissions Counselor shall seal the collected currency in a currency envelope and place the currency envelope and valuables in a small property storage pouch. The Youth, Admissions Counselor, and a Senior Counselor shall sign the Juvenile Valuables Receipt.
- d. The Admissions Counselor shall make three (3) copies of the Juvenile Valuables Receipt to be distributed as follows:
 - the original is secured with the youth’s currency and valuables in the drop safe.
 - a copy is placed with the youth’s admissions form.
 - a copy (youth’s copy) is placed in the youth’s mesh clothing bag.
 - a copy is placed in the Juvenile Valuables Receipt folder.

- e. The Juvenile Hall Officer of the Day will be the keyholder of the lockbox containing the individual safe deposit keys. The Director of Juvenile Hall or designee will be the keyholder of the key which locks the spinning combination lock on the master safe. The Director of Juvenile Hall or designee shall be present anytime the master safe is opened and closed.

- f. At least one authorized representative from Juvenile Hall's Administration and one authorized representative from the Accounting and Business Office (ABO) shall be present and witness the collection, inventory, and deposit of currency and valuables from the drop box safe into an individually assigned Safe Deposit Box located in the Property Room of the Admissions Office. Juvenile Hall Administration and ABO staff will assign each youth an individual Safe Deposit Box and maintain records of issued key numbers. It is best practice to complete this task at least three times per week.

- g. ABO staff and Juvenile Hall Administration shall complete the Juvenile Hall Confiscated Funds Pick-Up Log to maintain records of currency entering and exiting the Juvenile Hall.

- h. Individual Safe Deposit Box keys shall be kept in a locked key cabinet located in the Juvenile Hall Administrative Office. The Juvenile Hall Officer of the Day will be the keyholder of the lockbox containing the individual safe deposit box keys. The Director of Juvenile Hall or

designee will be the keyholder of the key which locks the spinning combination lock on the master safe. The Director of Juvenile Hall or designee shall be present anytime the master safe is opened and closed. The Accounting and Business Office (ABO) shall maintain all spare keys to the lockbox and master safe.

i. The department has designated the following personnel who are authorized to open and close the safe:

- From ABO: Accounting Supervisor, Principal Account Clerk, Senior Account Clerk. In the absence of one of these staff members, the Contracts Analyst is designated as an alternative.
- From Juvenile Hall: Director of Juvenile Hall or designee.

iii. Large Property Items

The Admissions Counselor shall label larger property items such as bags, skateboards, back packs, etc. and place them in the Property Storage Room in the Admissions Office. All large items shall be clearly labeled with the youth's name, PIN, date of collection, and the printed name of the Admissions Counselor taking possession of the items.

The Admissions Counselor shall indicate a description of the contents and the storage location on the Juvenile Valuables Receipt.

iv. Youth Personal Clothing

The Admissions Counselor shall collect the youth's clothing during the showering process. The Admissions Counselor shall complete the Juvenile Hall Clothing List form detailing the type and condition of all the personal clothing collected. The Juvenile Hall Clothing List shall be signed by the youth and Admissions Counselor upon completion. The items shall be placed in a mesh clothing bag and stored alphabetically in the Property Room in the Admissions Office.

- a. JJC Staff involved in the collection of clothing and other personal items from youth shall exercise universal precautions and wear protective latex or plastic gloves during the admission process.

B. Storing Youth Possessions

- i. When necessary, the Admissions Counselor shall arrange for the youth's possessions to be thoroughly cleaned and disinfected before storage. [Title 15, 1484]
 - a. If parents bring a set of clean clothes, the Admissions Counselor may give parents the youth's soiled clothes to take home ONLY if authorized by the Probation Officer as clothes may be necessary evidence.
 - b. Youth have the right to request that their clothes not be laundered. When asserted, the Admissions Counselor shall document this request.

- ii. Juvenile Hall staff shall separate clothing that will be laundered and clothing that will not be laundered.
 - a. Items to be laundered go in a water-soluble bag. All clothing shall be washed on COLD.
 - b. Leather or dry clean only items will not be laundered.
 - c. If there is a health and safety concern with any items, including possible vermin infestation, they shall be placed in a water-soluble bag then placed in a yellow biohazard bag for cleaning or in a red biohazard bag for disposal. This is to prevent the spread of vermin or other health and safety issues to the facility or other property. Admissions staff shall obtain authorization from the youth's Probation Officer prior to cleaning or disposing of any contaminated property to preserve as potential evidence. The Admissions Counselor shall document all such actions.
- iii. Once laundered, Juvenile Hall staff shall return the personal clothing to the mesh clothing bag stored in the Property Room of the Admissions Office.
 - a. No personal property including clothing shall be allowed on the living units (except those personal items authorized pursuant Procedure A.1.)
 - b. Clothing, shoes, and large personal items are stored in the Property Room of the Admissions Office.

- c. The Property Room door shall remain closed and securely locked unless being accessed by authorized personnel while performing their official duties.
 - iv. If parents or others bring additional clothing items after the youth has been admitted, the Admissions Counselor shall itemize on an additional Juvenile Hall Clothing List and store with the youth's other belongings in the Property Room.
 - v. The Admissions Counselor shall return all hazardous or illegal items such as weapons, fireworks, etc. to the arresting or transporting law enforcement agency. The chain of evidence shall be maintained by the arresting or transporting law enforcement agency.
 - vi. Evidence
 - a. If there is a Court Order to release the personal property of youth, the Admissions Counselor shall comply with the Court Order and assist the law enforcement agency in obtaining the designated items. The order shall be written by the Court and verified by the Director of Juvenile Hall or designee.
 - b. When personal items are taken as evidence, the law enforcement agency obtaining the items shall fill out an Evidence Form which shall include a telephone number for the item's retrieval prior to the Admissions Counselor providing the evidence.
 - c. The Admissions Counselor shall put the Evidence Form in the bag with the youth's property.

- d. If the items are retrieved from the individual Safe Deposit Box, a copy of the court order shall be placed in the individual Safe Deposit box to be retrieved upon the youth's release from Juvenile Hall. The individual safe deposit box should not be reassigned while the minor is still detained.

C. Returning Personal Property [Title 15, 1351]

- i. The youth's Probation Officer shall approve all property being released during the youth's detention.
- ii. Parental Pick up
 - a. Upon Probation Officer approval, the Admissions Counselor shall allow authorized parents/guardians or representatives to claim any of the youth's possessions during the youth's detention except when prohibited by court order.
 - b. The Admissions Counselor shall ensure parents sign the Property Slip for any items released.

D. Transfer and Release

- i. When a youth is being transferred out of Juvenile Hall and released into the custody of a non-JPD transportation officer or other authorized agent, the Admissions Counselor shall give all the youth's property directly to that individual. The transporting agent shall sign for all property received. The transporting agent shall then be responsible for all the personal property of the youth.

- ii. When a youth is being transported by JPD staff, the Admissions Counselor shall have the youth verify and sign for all property. The JJC transportation staff shall place the youth's property in the trunk of the transporting vehicle until it is delivered to the new facility.

- iii. When a youth is released from Juvenile Hall, the Admissions Counselor shall confirm that all the youth's personal property, as listed on the Juvenile Valuables Receipt and the Juvenile Hall Clothing List, is on hand. The Admissions Counselor shall inform the Officer of the Day and file an incident report regarding any item(s) not located.
 - a. If a release occurs during regular business hours and the youth has currency or valuables stored in an individual Safe Deposit Box, the Admissions Counselor shall contact the Director of Juvenile Hall to provide notification of the pending release. The Director of Juvenile Hall or designee shall report to the Admissions Office to open the Safe in order to release the items.

 - b. After regular business hours and on weekends or holidays, the youths shall be instructed to return during regular business hours to retrieve items from the individual Safe Deposit Box.

 - c. The Admissions Counselor shall ensure the youth or their authorized representative signs the Juvenile Valuables Receipt prior to returning the personal items.

E. Unclaimed Personal Property

- i. When a youth is released without claiming their personal property, the property will be safely and securely stored.
- ii. Items contained in an individual Safe Deposit Box shall remain in the box until the youth is available to retrieve the items. Any individual Safe Deposit Box containing items stored for more than thirty (30) days following release shall require administrative review by the Director of Juvenile Hall, Accounting and Business Office, and Probation Services personnel to attempt to locate the youth and reunite them with their valuables. After thirty (30) days, unclaimed currency remaining in an individual Safe Deposit Box will be transferred to the ABO safe.
- iii. The Admissions Counselor processing the release shall notify the Juvenile Hall Officer of the Day.
- iv. To claim the items, the youth or an authorized representative shall sign the Juvenile Valuables Receipt.

F. Lost Property

- i. If a youth's property cannot be located, the Admissions Counselor shall notify the Officer of the Day immediately. The Admissions Counselor shall submit an Incident Report and fill out a Lost Item Claim Form.