

POLICY

SUBJECT: Personal Property and Disposition

NUMBER: RF-709-13

APPLICABLE TO: Residential Operations

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 12/3/13

I. POLICY

The Department of Juvenile Services (DJS) shall control, inventory and safeguard personal property received from youth.

II. AUTHORITY

A. Md. Code Ann., Human Services, §9-203 and §9-204

III. DIRECTIVES/POLICIES RESCINDED

A. Personal Property Care and Disposition Policy, RF-1-03

B. American Correctional Association (ACA) Standards, 4-JCF-5A-04 and 4-JCF-4B-04

IV. FAILURE TO COMPLY

Failure to comply with the Secretary's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
Policy reviewed; no substantive changes made to policy; policy reformatted, renumbered and unit titles updated.	12/3/13
Procedures revised: <ul style="list-style-type: none">• Ensure youth's personal clothing is washed and disinfected before storing and returning to the youth.• Ensure youth are given a copy of the signed personal property inventory.• Modified procedures for unclaimed property and disposition.	10/1/18

PROCEDURES

SUBJECT: Personal Property and Disposition
NUMBER: RF-709-13
APPLICABLE TO: Residential Operations

APPROVED: _____ /s/ signature on original _____

Linda McWilliams, Deputy Secretary

REVISION DATE: _____ 10/1/2018 _____

I. PURPOSE

To provide procedures for the inventory, control and disposition of youth property.

II. DEFINITIONS

Absent Without Leave (AWOL) means a youth who has been granted an unsupervised absence from any DJS facility, such as for the purpose of a home visit or to attend work/educational programming, and who subsequently fails to report back to the facility as directed.

Admissions Officer means a designated employee trained in facility procedures for admitting a new youth.

Authorized Personal Property means any item that the youth has permission to retain in their possession including legal documents, family pictures, prescription eyewear and contacts, dentures, medical appliances, a list of addresses and correspondence.

Escape means an incident during which a youth either leaves the boundaries of a residential facility without authorization or, should the youth be on an off-campus trip, leaves the direct supervision of staff without permission.

Prohibited Personal Property means any item the possession of which is illegal, any item that poses a clear risk to cause harm to youth, staff, or the public, and any item that the facility lists as unauthorized or contraband.

III. PROCEDURES

A. **General Procedures**

1. The Admissions Officer in the presence of each youth shall inventory all personal property in the youth's possession and record each item using the **Personal Property Inventory (Appendix 1)**. The Admissions Officer and the youth shall sign the inventory. If the youth refuses to sign, the Admissions Officer shall note the refusal on the form.
2. The **Personal Property Inventory** shall be placed in the youth base file, and the youth shall be given a copy.
3. The youth's personal clothing will be washed and, if needed, disinfected prior to being stored, worn or returned to the youth. Staff shall wear disposable gloves when handling soiled clothing and cleaning surfaces soiled with bodily fluids.
4. The Admissions Officer shall maintain a cleaning and storage log for youth's personal clothing.
5. The Admissions Officer shall place cleaned clothing and shoes within the chain of custody bag. The **Personal Property Inventory** will be placed in the chain of custody bag. The chain of custody bag shall be maintained in a secure area designated for safe storage of personal property.
6. All other items are stored in the safe or a secure cabinet. All money is stored in a separate safe until picked up by fiscal staff.
7. The facility shall retain all of the youth's personal property for temporary storage, subject to reasonable limitation and staff adherence to Section D of this policy.

B. **Processing Funds and Storage**

1. Upon admission, if a youth has money in their possession the Admissions Officer and the Shift Commander in camera view shall:
 - a. Count, verify, and record all money on the **Youth Receipt**
 - b. Obtain the youth's signature on the **Youth Receipt**; Note the refusal on the form in the event that the youth refuses to sign the **Youth Receipt**; and
 - c. The Admissions Officer shall sign the form, give the youth a copy and place funds into the locked safe.
2. Once the money is in the locked safe, only the fiscal staff will have access to the safe.
3. All money is reimbursed to the youth upon release through the DJS Budget and Accounting unit in accordance with the *Youth Fund Accounts Policy and Procedure*. Youth and/or parents are prohibited from picking up money from the facility.

C. **Retrieval of Personal Property**

1. The Facility CMS shall send the youth's parent/guardian/custodian the **Family Visitation Letter and Information** within 48 hours of admission

to advise the parent/guardian/custodian of the procedures for retrieving the personal property.

2. The parent/guardian/custodian may pick up the personal property in person during facility business hours or after visitation.
3. The parent/guardian/custodian may make arrangements with the Facility CMS to return the personal property, which may include mailing the property to the parent/guardian/custodian or forward to the non-state owned residential placement.
4. Staff may only release personal property to the parent/guardian/custodian identified by the youth on the **Personal Property Inventory**. An official picture identification must be presented prior to releasing the personal property. The individual picking up the personal property must sign and date the **Personal Property Inventory**.

D. Unclaimed Personal Property

1. When a youth fails to claim personal property upon release from a DJS facility, the Admissions Officer or designee shall:
 - a. Review the **Personal Property Inventory** and verify the youth's name, ASSIST number, status, and a description of the items on the form; and
 - b. Attempt to notify the youth's parent/guardian/custodian to arrange for pick up or return of the personal property in accordance with Section C above.
2. Prior to disposing of the personal property, the Admissions Officer or designee shall attempt to notify the parent/guardian/custodian by first class mail of the impending disposition of the personal property, using the **Notice of Impending Disposal of Property Form (Appendix 2)**.
3. In the event that the mailing of the **Notice of Impending Disposal of Property Form** is returned by the post office, the Facility CMS shall attempt to notify the youth's parent/guardian/custodian of the information in the notice via phone and shall document in the youth's base file the date and time of each attempt.
4. If the items of the personal property remain unclaimed for 30 calendar days after mailing the Notice of Impending Disposal of Property Form, staff shall adhere to the following disposition guidelines:
 - a. All worn clothing and shoes, shall be deemed unserviceable and staff may dispose of the items; and
 - b. All non-clothing property valued at \$100.00 or more shall be disposed of in accordance with the guidelines of the Department of General Services Inventory Control Manual. Staff shall complete the Department of General Services **Excess Property Declaration Form (Appendix 3)** and forward copies of the **Excess Property Declaration Form** to the Chief of Inventory Management.
 - c. The value of non-clothing property is to be determined by the

Superintendent using the current estimated fair market value of the item(s).

- d. The Superintendent shall assess the fair market value and maintain photo documentation of all discarded non-clothing property under \$100.00.
5. Under no circumstances, will staff convert to their own use any unclaimed property or money.
6. The designated staff shall ensure that all property dispositions are recorded in ASSIST and in the youth's base file.
7. When a youth is placed on escape or AWOL status, security staff shall maintain all personal property and place it in secure storage until the youth returns or 30 calendar days, whichever comes first, after which time the property shall be considered abandoned to the state of Maryland and may be disposed of in accordance with Section D. 4 above.

E. Damaged, Destroyed or Missing Personal Property

1. When a youth or the youth's parent/guardian/custodian submits a complaint that the personal property was damaged while in the possession of a DJS facility or disposed of contrary to the requirements of this policy and procedure the Superintendent shall:
 - a. Investigate the circumstances of all items alleged to be damaged, missing or improperly destroyed;
 - b. Compile an incident report indicating the preliminary findings of the investigation; and
 - c. For high value items or money, forward the incident report to the Office of the Inspector General (OIG) for further investigation.
 - d. Replace items when the facility failed to comply with the guidelines of this policy and procedure or is responsible for damage or lost.

IV. RESPONSIBILITY

Superintendents are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No.

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. APPENDICES

1. Personal Property Inventory
2. Notice of Impending Disposal of Property Form
3. Excess Property Declaration Form



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

SUBJECT: Personal Property Care and Disposition
NUMBER: RF-709-13
APPLICABLE TO: Residential Operations
REVISED: October 1, 2018

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

***SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR IN THE DJS OFFICE OF
HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.***

Personal Property Inventory

Youth's Name: _____ Date: _____

Facility: _____ ASSIST #: _____

LIST EACH ITEM SEPARATELY						Check Off Items Returned to Youth √
*CLOTHING	Brand Name	Quantity	Color	Size	Description & Condition (Good, Fair, Poor, Old, New)	

*ELECTRONIC DEVICES (Including Cell Phones)						

*JEWELRY						

*OTHER:						

*MONEY (Denominations)												
Bills	\$1=		\$5=		\$10=		\$20=		\$50=		\$100=	Total=
Coins	1¢=		5¢=		10¢=		25¢=		Other =		Total=	

***Money will be returned by check via mail to youth. Grand Total = \$**

Items Retrieved from Youth		Items Released to Parent/Guardian/Custodian	
Youth's Signature: _____	Date: _____	Signature: _____	Date: _____
Staff's Name (PRINT): _____	Date: _____	Staff's Name (PRINT): _____	Date: _____
Staff's Signature: _____		Staff's Signature: _____	
Verified by: Shift Commander/Designee _____		Verified by: Shift Commander/Designee _____	

*** Original must be maintained in the Youth's File**

C: Copy to Youth
Copy attached to Property Bag

NOTICE OF IMPENDING DISPOSAL OF PROPERTY

DATE: _____

TO: _____
Name of Parent/Guardian/Custodian

ADDRESS: _____

SUBJECT: _____
Youth's Name

Dear Mr./Ms. _____

You are hereby notified by the Department of Juvenile Services that as of the date of this correspondence our records indicate that the Department has personal property belonging to your son/daughter. The items are listed on the attached personal property inventory.

Our records indicate that your son/daughter was released on _____ from:

If you wish to claim the property, please call _____ to arrange to pick-up. You will need to present personal identification. **Property can be picked up Monday thru Friday, from 9:00 a.m. to 4:00 p.m. as scheduled.**

If you fail to pick-up or otherwise arrange for the return of your son/daughters property within 30 calendar days of the date of this notice, your property will be considered abandoned and it will be disposed of by the State of Maryland. Please call the phone number above if you have any questions about this notice.

Sincerely,

Property Disposition Officer

