POLICY 2.30 (16) MANAGING YOUTH PROPERTY AND RESIDENTIAL ACCOUNTS

Policy Committee Chair
Don Mead, Ed. D.
Superintendent, Echo Glen
Juvenile Justice & Rehabilitation Administration

Approved
John Clayton, Assistant Secretary
Juvenile Justice & Rehabilitation Administration
6/11/2014

Authorizing Sources
RCW 13.40
RCW 43.88.195
RCW 63.42
RCW 72.05
Office of Financial Management Policy 85.50
DSHS Office of Admin. Services (OAS) Local Funds Manual

Information Contact
Jennifer Zipoy, Policy & Planning Administrator
Juvenile Justice & Rehabilitation Administration
jrapolicy@dshs.wa.gov, Ph: 360-902-8092

Effective Date
6/25/2014

Sunset Review Date
6/25/2017

I. PURPOSE AND SCOPE

This document establishes policy relating to the management of personal property and residential accounts of Juvenile Rehabilitation (JR) youth.

All staff, contractors, volunteers, and interns working in the Division of Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services are responsible for reviewing and complying with JR policies.

II. POLICY

1. **JR will maintain a system for youth property inventory and funds when the property or funds are in the possession of JR.**
2. **Each JR-operated and contracted facility must provide youth with an orientation concerning personal property and residential accounts.**

   2.1. The orientation should include:

   2.1.1. The facility's guidelines including allowable and restricted property;

   2.1.2. Availability of locked storage;

   2.1.3. Resident's accounts and limits on the amount of money residents may possess;

   2.1.4. Transport of personal property between facilities and living units; and

2.1.5.Youth responsibility for his/her personal property.

RESIDENTIAL ACCOUNTS

3. **Staff will use proper management and accounting procedures for residential youth accounts.**

   3.1. To ensure accountability in the handling of residential youth accounts and funds, refer to RCW 43.88.195, Office of Financial Management Policy 85.50 and the Office of Accounting Services Institutional Local Funds Manual.

   3.2. Community facility staff must also comply with the Community Facility Program Standards, Section 9, *Resident Accounts*.

4. **JR institutions and community facilities are responsible for developing local protocols for selection of a local bank or credit union for youth accounts, banking process, local account management and payment routing.**

5. **Youth accounts will be reconciled at least monthly.**

   5.1. Youth will be provided a final reconciliation of accounts at discharge.

6. **Funds in youth accounts will be transferred within 30 days when a youth transfers facilities.**

7. **Financial Obligations such as restitution or claims for damages are managed per Policy 2.20 (6), *Managing Youth Financial Obligations*.**

PERSONAL PROPERTY

8. **All property will be inventoried using the Personal Property Inventory form (DSHS Form 20-190).**

   8.1. Staff will inventory property at specific times. Inventories will be completed:

   8.1.1.At intake

   8.1.2.Prior to a living unit transfer within the institution

   8.1.3.Prior to a facility transfer (including transfer to DOC)

   8.1.4.In the event of an escape

   8.1.5.At release to parole or discharge from JR commitment.

   8.2. A copy of the Personal Property Inventory form (DSHS Form 20-190) must be signed and given to the youth with one copy kept in the youth's case file per Policy 11, *Managing Youth Case Files*. Storage items should be maintained according to local protocol.

   8.3. JR staff will secure youth property within 2 hours following an escape or transfer to a more restrictive environment.

   8.3.1.Staff is responsible for inventorying and storing the secured property within 24 hours.

9. Youth are responsible for their personal property when it is not stored by JR.

9.1. Staff will complete a Personal Property Inventory form (DSHS Form 20-190) upon intake for property that youth keep in their room.

9.1.1. Youth should add new items to the inventory as they are acquired. Staff are not required to maintain the list.

9.1.2. The inventory will be maintained in an active file accessible to staff when youth wish to add new property.

9.2. Youth may request storage of property. If the property is approved for storage in the facility, staff will complete an inventory prior to placing it in storage.

9.3. The Superintendent, Regional Administrator, or designee may limit the value of property youth possess while in a residential facility.

9.4. JR is not responsible for personal property of youth on parole.

10. When youth transfer, release to parole or discharge from JR custody, youth may only take what has been documented on the personal property inventories (DSHS Form 20-190). All property not documented on the youth personal property sheet will remain in the custody of JR and handled in accordance with requirements outlined in this policy.

11. JR will document the transfer of youth property when a youth moves between facilities and the property is in JR's possession.

11.1. Designated staff must complete the Youth Property Transmittal form (DSHS form 20-191) when youth move between facilities, are released to parole, or are discharged to no parole.

11.2. Property should be boxed or bagged for transport.

11.3. When JR is in possession of property of a youth on parole, the assigned regional office should assist in returning the personal property to the youth or other authorized person (e.g. parent, guardian) as soon as reasonable.

11.4. Youth with DOC commitments who are transferred to DOC from a JR facility for an infraction per Policy 5.51 (25), *Transferring Residential Youth to DOC*, will have their property inventoried and stored until their return.

11.4.1. Youth transferred to DOC from a JR facility may have legal paperwork and court documents transported with them.

11.4.2. Youth property to include an approved address book as well as life sustaining medication may be transported with the youth between DOC & JR facilities.

11.4.3. Youth are not allowed to possess property during transport or in the DOC reception center.

11.5. Youth who are permanently sent to DOC will have their property at JR inventoried and transferred under DOC guidelines.

12. Staff will inspect youth's property and access to property may be limited.

12.1. The Superintendent, Regional Administrator, or designee may limit the amount and kind of property youth possess to protect the safety and security of youth and staff and to enhance treatment programs.

12.2. Restricted property is subject to confiscation. Restricted property will be held in storage, disposed of, or returned to parents/guardians at the program's discretion. If items are confiscated, the removal will be documented following local practice. Inventory is not required.

12.3. All searches and seizures of youth personal property will be conducted in accordance with Policy 5.70 (42), *Conducting Searches*.

12.4. When personal property is discovered that is associated with an alleged crime, a chain of custody will be maintained and documented. The property will be turned over to law enforcement for securing or destruction.

13. Staff will inventory and secure property that is stored by JR while the youth is in a residential facility.

13.1. Youth personal property will be stored:

13.1.1. When deemed necessary;

13.1.2. When youth request storage and the property is approved for storage in the facility.

14. Staff may inventory property not stored. If property is inventoried, local procedures will be followed.

15. Transportation of a youth's property will be in compliance with Policy 5.40 (18), *Transporting Youth*.

16. Youth are responsible for picking up property or for costs associated with shipping property left at an institution or community facility after escape, transfer, release to parole or discharge.

16.1. Funds from residential accounts may be used to pay for the costs of shipping. Youth will be informed when funds are disbursed.

ABANDONED PROPERTY

17. Personal monies maintained in a resident's account or personal items which are unclaimed for six months following escape, release to parole, or discharge will be considered to be abandoned.

18. Abandoned property may be donated or destroyed 30 days after determination of abandonment.

18.1. Written notice of the donation or destruction of the personal property will be given to the youth, parent, or guardian at the last known address at the time the property is determined to be abandoned. They will have 30 days to claim the property before it may be destroyed or donated.

18.2. A copy of the "Personal Property Inventory" form and written notice will be placed in the youth's case file per Policy 2.40 (11), *Managing Youth Case Files.*

19. Accounts for youth who escape or are placed on whereabouts unknown status may not have funds distributed until the youth returns to JR custody.

20. Abandoned monies must be reported and disposed of according to instructions received from the State of Washington Department of Revenue, Special Programs Division, Unclaimed Property Section.

20.1. Youth whose monies have been transferred to the Department of Revenue may claim them as directed by the Unclaimed Property Section.

21. Youth will be instructed to forward claims of lost or damaged property not resolved at the local level directly to the Department of General Administration, Office of Risk Management, using OFM Form SF210, Standard Tort Claim.

III. DEFINITIONS

Chain of Custody: A procedure for tracking and maintaining control of seized property from initial collection to final disposition.

Contraband: An article or item which a residential youth is prohibited from obtaining or possessing by statute, rule, regulation, policy or order of a court, including items altered by the youth without authorization.

Restricted Property: Items which may jeopardize the safety, health, security, or treatment of youth, staff, visitors or of a facility. Restricted property may include contraband, but not all restricted property is contraband.

IV. REFERENCES

Office of Financial Management Policy 85.50

Office of Accounting Services Institutional Local Funds Manual.

JR Community Facility Standards

V. RELATED JR POLICIES

Policy 2.20 (6) – Managing Youth Financial Obligations

Policy 5.51 (25) - Transferring Residential Youth to DOC

Policy 2.40 (11) – Managing Youth Case Files

Policy 5.70 (42) – Conducting Searches

Policy 5.40 (18) – Transporting Youth

VI. FORMS AND DOCUMENTS

Document Title	Available In ACT	Link to Paper form
Youth Property Transmittal		DSHS Form 20-191
Personal Property Inventory		DSHS Form 20-190
Standard Tort Claim – OFM FORM		OFM Form SF210