

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Processing and Storage of Money and Valuables for Youth in JDACs**

Title 15, section 1350 and 1351

**Purpose:**

To establish a safe and secure process for the storing of money and valuables in the event that youth have money or other valuables on their person when booked into a Juvenile Detention and Assessment Center (JDAC).

**Responsibilities:**

I. Documenting and Storing Valuables/Personal Property:

A. Intake Release Officer (IRO):

1. Document and fully describe all items on the Intake Property Receipt Sheet including the following information:
  - a. Youth's full name
  - b. Time and date
  - c. Location of stored items
2. Immediately count the cash in front of the youth.
3. Obtain signature of the youth on the Intake Property Receipt Sheet.
  - a. If youth refuses or is unable to sign, ( i.e., intoxicated, hostile, etc,) obtain second signature from a witnessing officer.
4. Sign off on the Intake Property Receipt Sheet (Attachment A).

B. Intake/Booking Liaison Officer:

1. Youth's personal property will be stored in a secure location as follows:
  - a. All clothing will be placed in a tied plastic bag and placed in a blue storage bag with the same locker number as shown on a copy of the property receipt sheet. The youth's property will then be stored in the Holding Property Room.
  - b. Suitcases, backpacks, boxes and other large articles will be tagged with a copy of the youth's property receipt sheet and stored in the Holding Property Room.
2. Contents of packages, suitcases, backpacks, purses and boxes must be checked and itemized. All possessions are to be checked thoroughly for additional items.
3. Disposable cigarette lighters, matches, cigarettes, candy/gum/food, make up, perfume/cologne, aerosol products, flammable material, and glass items shall be disposed of.
4. All illegal narcotics and weapons found during the intake search of the youth will be given to the arresting law enforcement agency or probation officer.
5. Do not accept suitcases and boxes of clothing of youth returning from placements. Placement personnel should notify the youth's probation officer to pick up the clothing and property.

II. Money/Credit Cards/Jewelry:

A. Intake Release Officer (IRO):

1. Receive money/jewelry/credit cards from the Intake/Booking Liaison Officer.
2. Immediately count the cash in front of the youth.
3. Complete a Property Receipt and obtain signature from the youth.
  - a. If youth refuses to sign, or is unable to sign, (i.e. intoxicated, hostile, etc,) obtain second signature from a witness officer.
4. Initial the Intake Property Receipt Sheet.

5. Request that the Watch Commander (WC) accompany the IRO while using the key to access the safe and monitor the transaction. Ensure the safe is locked after securing the property and return the key to the WC.
  6. Document each deposit and withdrawal from the safe on the Booking Safe Log and initial (Attachment B).
- B. Watch Commander (WC):
1. Provide the keys to the IRO and be present while accessing the safe and during the money count.
  2. Retrieve the safe key from the IRO and ensure the money is secured.
    - a. If the amount of money is over \$10.00, an Intake/Booking Liaison Officer and WC will independently count the money, verify the amount and sign the property receipt. All jewelry received will be verified by the IRO and WC.
    - b. Only the full-time IRO will have knowledge and access to the combination of the safe. Only the WC will have possession or access to the required safe key number in the WC key locker. However, if no regular Intake/Release Officer is on duty, the WC may authorize a trained staff as acting IRO to open the safe.
    - c. Money, credit cards and jewelry will be sealed in an envelope and, along with the property receipt, be placed in a plastic bag and sealed.

### III. Release of Youth's Property:

#### A. Release/Booking Officer:

1. Youth's personal property may not be taken or released to a party other than the youth except when:
  - a. Subpoenaed by the court.
  - b. The youth is committed to DJJ or is an escape/AWOL (the property may be released to the parents or guardian.) The youth, if available, shall sign the appropriate property release forms.
  - c. The youth signs the appropriate form to release valuables/clothing to parent or legal guardian.
  - d. Any valuables/clothing not claimed within 60 days will be discarded.
  - e. The Intake Liaison Officer will attempt to contact the youth's parent or guardian before the property is discarded, and the result of the attempt will be logged in CE.
  - f. All releases of property in the safe must be reviewed and approved by the WC.
  - g. Before the property is released, the youth's valuables are to be inventoried in their presence. The youth and the IRO must sign and date the property receipt form. The receipt form is turned in to the clerk to be filed in the youth's paper file.
  - h. Missing money or property of a youth at time of release requires an Incident Report (IR), which shall be completed immediately along with a Risk Management Personal Property Report Form #07-13351-000.
  - i. These reports shall be forwarded to the WC who will review and submit to the Facility Director.

### IV. Divisional Director I/II (DD I/II):

- A. Shall submit IR(s) and a Risk Management Personal Property Report Form to Risk Management and copies of both to a Fiscal Supervisor in the event of a claim against the county.

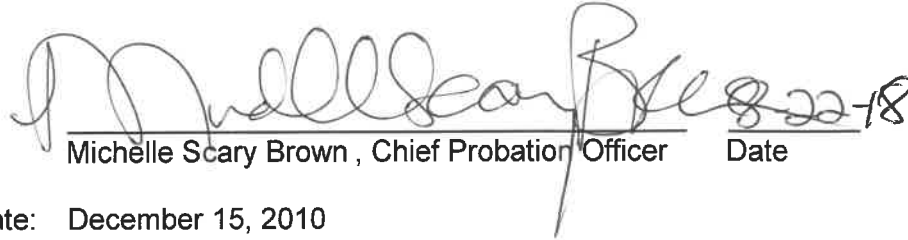
### **Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

**Foundations:**

Minimum Standards for Juvenile Facilities, Title 15, Section 1350 and 1351

Issued by:

  
Michelle Scary Brown, Chief Probation Officer      Date

Original Issue Date: December 15, 2010

Revised Date: February 24, 2016

Revised Date: August 22, 2018

**Attachments:**

A - Intake Property Receipt

B - Booking Safe Log

C - RM Claim Against County Form

San Bernardino Probation Department

Property Receipt

Pin:  
 Last:  
 First: Facility:  
 Middle: Locker Number:  
 Sex: Date/Time Recorded:  
 DOB: Booking Clerk:  
 Ethnic:

Quantity	Description	Locker Number
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THE ABOVE INVENTORY OF MY PERSONAL EFFECTS IS CORRECT AND I ACKNOWLEDGE THAT ALL PERSONAL PROPERTY AND CLOTHING, IF NOT CLAIMED, WILL BE DISPOSED OF 60 DAYS AFTER MY RELEASE OR AWOL

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I AUTHORIZE THE RELEASE OF SPECIFIED PROPERTY

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE RECIEVED THE INDICATED PROPERTY RELATION/AGY: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE RECEIVED ALL MY PERSONAL EFFECTS UPON RELEASE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUPERVISING GROUP COUNSELOR: \_\_\_\_\_



**CLAIM AGAINST COUNTY OF SAN BERNARDINO**  
*(CLAIM FORM MUST BE FILLED OUT PROPERLY OR CLAIM WILL BE RETURNED WITHOUT FILING)*

DATE: \_\_\_\_\_

Claim is hereby made against the treasury of the County of San Bernardino, State of California, as follows:

- Less than \$10,000 – State the total amount claimed \$ \_\_\_\_\_
- More than \$10,000 – Check one of the boxes:
  - Municipal Court Jurisdiction (\$10,000 - \$25,000)
  - Superior Court Jurisdiction (\$25,001 and up)

Claimant makes the following statements in support of the claim:

1. Name of Claimant: \_\_\_\_\_  
*First Middle Last (Area Code and Phone No.)*

2. Address of Claimant: \_\_\_\_\_  
*Street City Zip Code*

Gender:  Male  Female Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_  
**\*\*\* (The information Requested is Mandatory if Presenting a Claim for Bodily Injury) \*\*\***

3. Notices concerning claim should be sent to:

\_\_\_\_\_  
*Name Address Zip Code (Area Code and Phone No.)*

4. Circumstances giving rise to claim are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Date, Time and Place (city, street, cross-street) damage occurred and nature thereof: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Public property and/or public officers or employees causing injury, damage or loss:  
\_\_\_\_\_  
\_\_\_\_\_

7. Name, address and telephone number of witnesses: \_\_\_\_\_  
\_\_\_\_\_

8. Basis of computation of claimed amount is as follows:

Medical expenses to date _____	Loss wages _____
Estimated future medical expenses _____	General damages _____
Other expenses _____	Property damage _____
Other damages _____	

\_\_\_\_\_  
*Claimant or Representative (Signature)*

**RETURN COMPLETED FORM TO:**

Risk Management Division – County of San Bernardino, State of California  
222 W. Hospitality Lane, 3<sup>rd</sup> Floor  
San Bernardino, CA 92415-0016

Office: (909) 386-8631  
Fax: (909) 382-3212