

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Youth Property in JDACs

Title 15, Section 1350 and 1351

Purpose:

To establish guidelines for the processing, storage, and release of youth's property in the Juvenile Detention and Assessment Centers (JDACs).

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.

B. Intake/Booking Liaison Officer:

1. Youth's personal property will be stored in a secure location as follows:
 - a. Place all clothing in a tied plastic bag and place in a storage bag with the same locker number as shown on a copy of the property receipt sheet in the Holding Property Room.
 - b. Tag suitcases, backpacks, boxes, and other large articles with a copy of the youth's property receipt sheet and stored in the Holding Property Room.
2. Ensure all possessions are checked thoroughly for additional items, and itemize contents of packages, suitcases, backpacks, purses, and boxes.
3. Dispose of lighters, matches, cigarettes, candy/gum/food, makeup, perfume/cologne, aerosol products, flammable material, and glass items.
4. Submit all illegal narcotics and weapons found during the intake search of the youth to the arresting law enforcement agency or probation officer.
5. Do not accept suitcases and boxes of clothing of youth returning from placements.
6. Count the money independently from the WC if the amount is over \$10.00.

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 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) or designee 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).

7. Place money, credit cards, and jewelry in a sealed envelope along with the property receipt inside a plastic bag and sealed.
 8. Verify all jewelry received independently from the WC.
- 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. Count the money independently from the Intake/Booking Liaison Officer if the amount is over \$10.00.
 - b. Verify the amount and sign the property receipt.
 - c. Verify all jewelry received independently from the IRO.
 - d. Only the full-time IRO will have knowledge and access to the combination of the safe. Only the WC or their designee 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.

III. Release of Youth's Property:

A. Release/Booking Officer:

1. Ensure the youth's personal property is not taken or released to a party other than the youth except when:
 - a. Subpoenaed by the court.
 - b. The youth signs the appropriate form to release valuables/clothing to parent or legal guardian.
 - c. Any valuables/clothing not claimed within 60 days will be discarded.
 - d. 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.
 - e. All releases of property in the safe must be reviewed and approved by the WC or designee.
 - f. 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.
 - g. 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.
 - h. 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 review and 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:


Tracy Reece, Chief Probation Officer

Original Issue Date: December 15, 2010

Revised Date: February 24, 2016

Revised Date: August 22, 2018

Revised Date: April 13, 2022

Attachments:

A - Intake Property Receipt

B - Booking Safe Log

C - RM Claim Against County Form

Property Receipt

Report Parameters: PIN:

Report run time:

Pin:

Last:

First:

Middle:

Sex:

DOB:

Ethnic:

Facility:

Locker Number:

Date/Time Recorded:

Booking Clerk:

Quantity	Description	Locker Number

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: _____

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, 3rd Floor
San Bernardino, CA 92415-0016

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