

**PROBATION DEPARTMENT
JUVENILE MANUAL**

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**Notes and
References**

Personal Property

I. General

- A. This policy concerns the possession and safekeeping of personal property belonging to a youth under Probation supervision. It does not address the collection, storage, and disposal of items considered to be evidence. Refer to the Administrative Manual Section for direction on matters involving evidence.
- B. Deputy Probation Officers (DPO) will have occasion to take possession of a youth's property in the course of their duties. This can occur during arrest situations and when a youth has absconded from a placement program, as well as other occasions.
- C. DPOs shall make reasonable efforts to not take possession of a youth's property whenever possible. During an arrest situation at a youth's home, this includes leaving personal property at the youth's residence or leaving it in the care of a relative or responsible adult. Property is not to be given to a youth's friend or acquaintance, even with the youth's permission.
- D. Whenever a DPO takes possession of a youth's property, he or she is to maintain control of it according to this policy.

II. Personal Property

- A. Whenever a DPO takes possession of a youth's personal property, he or she is to appropriately maintain it until such time that it can be returned to the youth, or the youth's parent or other relative. This includes maintaining it in a way that minimizes the likelihood of damage, loss, or appropriation by others. The DPO shall make reasonable efforts to possess the personal property for only as long as necessary.
- B. When a DPO assumes physical control of personal property, he or she shall document having done so in IMPACT and by completing the Personal Property Receipt form (Pro 306P) that includes an inventory of what was possessed by them.

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- C. DPOs are to turn over a youth's personal property taken by them during an arrest situation to persons at the Santa Maria Juvenile Hall (SMJH) during the admission process when practical to do so. Staff at SMJH will document the collection of the property according to Institutions Division policy. Nothing prohibits a DPO from maintaining personal property for return to a youth's parent or other relative subsequent to admitting the youth to the SMJH.
- D. DPOs may take possession of a youth's personal property from a law enforcement officer when they are also taking custody of a youth who has been arrested by the law enforcement officer. DPOs are not to take possession of any item belonging to the youth and in the possession of a law enforcement officer when that item is being treated as evidence by the law enforcement officer.
- E. Personal property collected by a DPO is to be maintained in a secure fashion. This includes in the DPO's office when the item(s) can be maintained, such as in a locked drawer or cabinet. Large items such as bicycles can be maintained in an office or open unit area, but are not to be left in areas accessible by the public or outside a building.
- F. Personal property should not be stored in a unit evidence locker unless doing so insures the security of an item.
- G. A DPO may take possession of a youth's personal property from the staff of a residential placement program when a youth has absconded and the property has been identified by the staff as belonging to the youth or the DPO knows it belongs to the youth. Nothing in this policy precludes program staff from shipping or mailing a youth's personal property to the youth's parent or other relative, and this may be preferable.

III. Documentation

- A. DPOs are to create an inventory of any personal property taken by them from a youth using the appropriate form, and are to provide a copy of that form to the youth when possible. An inventory includes a description of the item, quantities, brand or model names or numbers, and other identifying information.

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- B. Documentation also includes the appropriate Events entry in IMPACT and uploading the from in A above into the Documents section of IMPACT.
- C. Personal property can be forwarded to a youth in situations where returning property is not practical or feasible in person.

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