



Administrative Policies and Procedures: 18.5

Subject:	Control of Youth Personal Property in Youth Development Center's
Authority:	TCA 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-5A-01, 4-JCF-5A-04; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center Employees and Youth
Policy Statement:	
The Youth Development Center Superintendent shall establish procedures for receiving, identifying, inventorying, recording, and securing the personal property of youth admitted to the youth centers.	
Purpose:	
To ensure that all youth personal property retained at the YDC's are accurately inventoried and securely stored.	
Procedures:	
A. Allowable property	The Superintendent must determine the types and amount of allowable personal property that a youth may possess and at what stages in the youth's treatment program the property will be available to them.
B. Local procedures	The Superintendent will initiate and maintain a systematic plan for the control of youth personal property. Procedures must ensure the following: <ol style="list-style-type: none"> 1. A complete search of the youth and all property brought or sent to the facility by or for the youth as per DCS policy 18.4, Receiving and Documentation of New Youth. 2. Notification of each youth upon admission about the types and amounts of personal property that he or she is allowed to possess. 3. At the time of each youth's entry, form CS-0162, Personal Property Inventory, must be completed listing all non-perishable items that will be held by or for the youth. 4. The youth and property officer/designee will make an assessment of each item of the youth's property to determine whether it is "new" or "used" and document on form CS-0162, Personal Property Inventory. 5. The youth and property officer/designee completing the inventory will initial each item.

	<ol style="list-style-type: none"> 6. As additional items are brought into the facility or taken from the property room, the youth and property officer/ designee must initial each item's listing on the inventory. 7. The provision of a secure storage area for all personal property items not allowed in the youth's possession. 8. The provision of storage for excess property, or provision for its return to the youth's home. 9. Stipulation of the maximum allowable personal property to be stored upon admission to the facility. 10. A method of identifying or labeling personal property in the youth's possession. 11. The release of all stored personal property to the youth upon his/her release or transfer, along with documentation that the youth has reviewed and received such property.
<p>C. Contraband</p>	<p>Employees must handle contraband in accordance with DCS policy 27.21, <u>Contraband.</u></p>
<p>D. Disposition of property</p>	<ol style="list-style-type: none"> 1. Youth escape <ol style="list-style-type: none"> a) If a youth escapes, the property officer/designee will secure the youth's remaining property as soon as practicable and hold it until his/her return, transfer, or release. b) Any money in the youth's account other than Social Security payments must go to the general fund of the State of Tennessee after six (6) months following an escape. 2. Youth transfer <p>If a youth is transferred, the property officer/designee will forward his or her property to the receiving facility with documentation of receipt.</p> 3. Youth release <ol style="list-style-type: none"> a) Upon release, the property officer/designee must ensure that the youth signs form CS-0162, Personal Property Inventory, indicating that he/she has received all of his/her property. The property officer/designee will ensure that signed forms are forwarded to the records office to be placed in the youth's master file. b) If a youth is released and does not take all of their property, the property officer/designee must notify the youth by mail (at his/her last known address) that property will be held for an additional thirty (30) days, during which he/she may make arrangements to pick it up.
<p>E. Abandoned property</p>	<ol style="list-style-type: none"> 1. Notification <p>In the event that property is left at the facility by error, the youth must be notified</p>

	<p>by mail (at his/her last known address) as soon as the property is discovered that his/her property will be held for an additional (30) thirty days, during which he/she may make arrangements to pick it up.</p> <p>2. Disposal</p> <p>Property remaining in the facility beyond thirty (30) days of notice to the youth must be disposed of as follows:</p> <ul style="list-style-type: none"> a) Any used consumables, well worn, or broken items must be discarded. b) Usable clothing may be laundered and used as state clothing. c) Other items must be put into use for the general population or must be donated to a charitable organization. d) Personal property remaining at a youth development center in excess of ninety days following an escape must be donated to a charitable organization.
<p>F. Damage, loss, or destruction of youth property</p>	<p>If a youth believes that the state is responsible for the loss, damage, or destruction of his/her personal property, the Superintendent or designee must aid the youth in filing a claim with the Tennessee Board of Claims. (See DCS policy 3.10 Coverage for Personal Property Loss and Damage.)</p>
<p>G. Notification to youth</p>	<p>Youth must be made aware of this policy and the facility's procedures. This is documented on the form CS-0176, Orientation Checklist.</p>

<p>Forms:</p>	<p>CS-0162, Personal Property Inventory CS-0176, Orientation Checklist</p>
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<p>Collateral documents:</p>	<p><i>None</i></p>
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