

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u> 500.02</p>	<p><u>PAGES:</u> 2</p>
<p><u>CHAPTER:</u> Juvenile Services</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903; ACA JDF-5A-16</p>	
<p><u>SUBJECT:</u> Personal Property</p>		
<p><u>DATE:</u> July 1, 2016</p>		

PURPOSE

This Policy establishes the control and safeguarding of resident personal property.

CANCELLATION

This policy has been revised and supersedes Policy 500.02 dated October 1, 2007

APPLICABILITY

This policy applies to all Division of Juvenile Services' facilities.

PROCEDURES

1. Staff will control and safeguard all resident's personal property. The resident shall not have access to their personal property:
 - a. while in a secure area of the facility,
 - b. without supervision of staff,
 - c. before or during a transport.

2. Resident's personal property listing all funds and possessions shall be inventoried in OIS. The Facility Receipt of Offender Personal Property shall be printed, signed by the resident and staff, and a receipt given to the resident. The signed form will be uploaded into OIS.

3. Disposition of Property
 - a. Any prescriptions or over-the-counter medicine will be turned over to Medical staff.
 - b. Perishables, tobacco, and any inappropriate property must be sent home or destroyed.

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- c. Weapons, drugs, or evidence of a crime will be turned over to local law enforcement.
 - d. Any money in a resident's possession upon intake will be collected and placed in the appropriate account or secured until the resident is released.
 - e. Secured property shall also include any valuables, such as; electronics or jewelry.
4. If the resident requests an item from his personal property, the Facility Superintendent/Director will either approve/deny request. Upon approval the Offender Personal Property Inventory will be updated in OIS and the Offender Personal Property Release form will be printed for signature. The updated form will be uploaded into OIS.
 5. When property is brought in for a resident or released to a parent/guardian, the Offender Personal Property form in OIS will be updated and the Offender Personal Property Receipt is signed by the resident and uploaded.
 6. Removal of a resident's personal property by law enforcement, court order or subpoena will be updated in OIS and signed for by the receiving entity.
 7. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director

7/1/16

Date