



**STATE OF WASHINGTON  
JUVENILE REHABILITATION**

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February 21, 2017

**TO:** Juvenile Rehabilitation Staff

**FROM:**

A handwritten signature in cursive script that reads "Marybeth Queral".

Marybeth Queral, Assistant Secretary  
Rehabilitation Administration

**SUBJECT** For Distribution: JR Policy 2.30, *Managing Youth Property and Residential Accounts*

The JR Policy Committee has completed the revisions to Policy 2.30, *Managing Youth Property and Residential Accounts*. The policy has a new section incorporating language from the Memorandum of Understanding with DOC relating to managing property for YOPs. In addition, a new section was added regarding claims for damages to youth property. Policy language for that section was moved from Policy 2.20 for clarity, so no fundamental change to practice is required. No other changes were made from the policy released in 2014.

The attached policy summary provides an overview of the policy.

This policy has a scheduled effective date of March 10, 2017. If you have questions regarding the policy, please contact JR's policy staff at [jrapolicy@dshs.wa.gov](mailto:jrapolicy@dshs.wa.gov).

Attachment: Policy 2.30

## **Policy 2.30– Managing Youth Property and Residential Accounts** *Summary*

- Establishes policy relating to the management of youth’s personal property and residential accounts

### **Background:**

The existing policy needed to be updated to include provisions regarding property and financial management of youth in the DOC’s Youthful Offender Program (YOP).

### **Policy Summary**

The policy establishes the system for managing property, including financial accounts, and requires that youth receive an orientation to that system. The policy has a section for residential accounts, which references other policies providing guidance on financial management. A new section was added to incorporate the requirements for managing financial obligations for YOP youth. The policy establishes expectations for JR’s management of stored property, youth responsibility for property that is not stored by JR, and documentation for youth property. The policy establishes staff authority to inspect property and may limit property to prevent contraband. The policy references Policy 5.40 regarding transportation of youth property. A section was added regarding claims for damages to youth property, which was moved from Policy 2.20, and does not require a change to practice. Expectations for handling abandoned property are also included.

### **Changes from Current Practice**

- The new section establishes the protocol for handling the financial accounts of a YOP youth.

Training Required: No

*Policy Effective Date: March 10, 2017*

**POLICY 2.30 – MANAGING YOUTH PROPERTY AND RESIDENTIAL ACCOUNTS**

**Policy Committee Chair**

Lori Kesi  
Regional Administrator, Regions 1 & 2  
Juvenile Rehabilitation

**Approved**



Marybeth Queral, Assistant Secretary  
Juvenile Rehabilitation  
2/24/2017

**Authorizing Sources**

RCW 13.40  
RCW 43.88.195  
RCW 63.42  
RCW 72.05  
Office of Financial Management Policy 85.50

**Information Contact**

Andrea Ruiz  
Policy, Planning & Lean Administrator  
Juvenile Rehabilitation

**Effective Date** (*Technical Edit 12/12/19*)<sup>1</sup>  
**3/10/2017**

**Sunset Review Date**  
**3/10/2021**

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**I. PURPOSE AND SCOPE**

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This document establishes policy relating to the management of personal property and residential accounts of Juvenile Rehabilitation (JR) youth and the Department of Corrections' Youthful Offender Program (YOP).

All staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR) are responsible for reviewing and complying with JR policies.

**II. POLICY**

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- 1. JR will maintain a system for youth property inventory and funds when the property or funds are in the possession of JR.**
- 2. Each JR-operated and contracted facility must provide youth with an orientation concerning personal property and residential accounts.**
  - 2.1. The orientation should include:
    - 2.1.1. The facility's guidelines including allowable and restricted property;
    - 2.1.2. Availability of locked storage;

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<sup>1</sup> 12/12/19 Technical Edit: Changed DSHS references and forms to DCYF.

Policy **2.30, Managing Youth Property and Residential Accounts 3/10/2017**

- 2.1.3. Resident's accounts and limits on the amount of money residents may possess;
- 2.1.4. Transport of personal property between facilities and living units; and
- 2.1.5. Youth responsibility for his/her personal property.

**RESIDENTIAL ACCOUNTS**

**3. Staff will use proper management and accounting procedures for residential youth accounts.**

3.1. To ensure accountability in the handling of residential youth accounts and funds, refer to

RCW 43.88.195 and OFM Policy 85.50.

3.2. ~~Community~~ <sup>Management</sup> facility staff must also comply with the Community Facility Standard 2,

**4. ~~JR~~ institutions and community facilities are responsible for developing local protocols for selection of a local bank or credit union for youth accounts, banking process, local account management and payment routing.**

**5. Youth accounts will be reconciled at least monthly.**

5.1. Youth will be provided a final reconciliation of accounts at discharge.

**6. Funds in youth accounts will be transferred within 30 days when a youth transfers between facilities.**

**7. Financial Obligations such as restitution or claims for damages to JR are managed per Policy 2.20, *Managing Youth Financial Obligations*.**

**ACCOUNTS FOR YOP YOUTH**

**8. DOC will transfer funds from the YOP youth's account to JR at the time of intake to a JR facility. JR will return any funds in the youth's account to DOC at the time of permanent return to DOC custody.**

**9. JR will release funds directly to the YOP youth releasing from JR at the time of release.**

**10. YOP youth will be assisted to pay restitution and other legal financial obligations in the same manner as JR youth, in accordance with Policy 2.20, *Managing Youth Financial Obligations*.**

**PERSONAL PROPERTY**

**11. Staff will inventory property at specific times. Inventories will be completed:**

11.1. At intake

11.2. Prior to a living unit transfer within the institution

11.3. Prior to a facility transfer (including transfer to DOC)

11.4. In the event of an escape

11.5. At release to parole or discharge from JR commitment.

Policy **2.30, Managing Youth Property and Residential Accounts 3/10/2017**

**12. JR staff will secure youth property within 2 hours following an escape or transfer to a more restrictive environment.**

12.1. Staff is responsible for inventorying and storing the secured property within 24 hours.

**13. All property will be inventoried using the Personal Property Inventory form (DCYF Form 20-190).**

13.1. A copy of the Personal Property Inventory form (DCYF Form 20-190) must be signed and given to the youth with one copy kept in the youth's case file per Policy 2.40, *Managing Youth Case Files*. Storage items should be maintained according to local protocol.

**14. Youth are responsible for their personal property when it is not stored by JR.**

14.1. Staff will complete a Personal Property Inventory form (DCYF Form 20-190) upon intake for property youth keep in their room.

14.1.1. Youth should add new items to the inventory as they are acquired. Staff are not required to maintain the list.

14.1.2. The inventory will be maintained in an active file accessible to staff when youth wish to add new property.

14.2. Youth may request storage of property. If the property is approved for storage in the facility, staff will complete an inventory prior to placing it in storage.

14.3. The Superintendent, Regional Administrator, or designee may limit the value of property youth possess while in a residential facility.

14.4. JR is not responsible for personal property of youth on parole.

**15. When youth transfer, release to parole or discharge from JR custody, youth may only take what has been documented on the personal property inventories (DCYF Form 20-190). All property not documented on the youth personal property sheet will remain in the custody of JR and handled in accordance with requirements outlined in this policy.**

**16. JR will document the transfer of youth property when a youth moves between facilities and the property is in JR's possession.**

16.1. Designated staff must complete the Youth Residential Property Transfer form (DCYF 20-190) when youth are discharged to no parole.

16.2. Property should be boxed or bagged for transport.

16.3. When JR is in possession of property of a youth on parole, the assigned regional office should assist in returning the personal property to the youth or other authorized person (e.g. parent, guardian) as soon as reasonable.

16.4. Youth with DOC commitments who are transferred to DOC from a JR facility for an infraction per Policy 5.51, *Transferring Residential Youth to DOC*, will have their property inventoried and stored until their return.

16.4.1. Youth transferred to DOC from a JR facility may have legal paperwork and court documents transported with them.

**Policy 2.30, Managing Youth Property and Residential Accounts 3/10/2017**

16.4.2. Youth property to include an approved address book as well as life sustaining medication may be transported with the youth between DOC & JR facilities.

16.4.3. Youth are not allowed to possess property during transport or in the DOC reception center.

16.5. Youth who are permanently sent to DOC will have their property at JR inventoried and transferred under DOC guidelines.

**17. Staff will inspect youth's property and access to property may be limited.**

17.1. The Superintendent, Regional Administrator, or designee may limit the amount and kind of property youth possess to protect the safety and security of youth and staff and to enhance treatment programs.

17.2. Restricted property is subject to confiscation. Restricted property will be held in storage, disposed of, or returned to parents/guardians at the program's discretion. If items are confiscated, the removal will be documented following local practice. Inventory is not required.

17.3. All searches and seizures of youth personal property will be conducted in accordance with Policy 5.70, *Conducting Searches*.

17.4. When youth's personal property is discovered that is associated with alleged crime, a chain of custody will be maintained and the property will be turned over to law enforcement for securing or destruction.

**18. Staff will inventory and secure property that is stored by JR while the youth is in a residential facility.**

18.1. Youth personal property will be stored:

18.1.1. When deemed necessary;

18.1.2. When youth request storage and the property is approved for storage in the facility.

**19. Staff may inventory property not stored. If property is inventoried, local procedures will be followed.**

**20. Transportation of a youth's property will be in accordance with Policy 5.40, *Transporting JR Youth*.**

**21. Youth are responsible for picking up property or for costs associated with shipping property left at an institution or community facility after escape, transfer, release to parole or discharge.**

21.1. Funds from residential accounts may be used to pay for the costs of shipping. Youth will be informed when funds are disbursed.

Policy **2.30**, **Managing Youth Property and Residential Accounts 3/10/2017****CLAIMS REGARDING DAMAGED OR LOST PROPERTY**

- 22. Youth may be held responsible for damages or loss of another youth's property.**
- 23. Youth must report damage or loss of property to staff immediately upon identifying the issue.**
- 24. Youth will then have five days to submit a formal claim for reimbursement for the loss or damage.**
- 25. Youth will be informed that JR Legal Services is available to assist with submitting or responding to a claim regarding loss or damaged property.**
- 26. Completed claims for damages must be reviewed and approved by the Superintendent, Regional Administrator or designee.**
- 27. Approved claims for damages must be added to the youth's Restitution and Financial Obligations Payment Plan (DCYF Form 27-139). Youth must sign the revised agreement committing to pay a portion of each month's payment to the claim.**
- 28. Youth have the right to appeal JR decisions regarding claims for damages according to Policy 2.10, *Handling Youth Complaints*.**

**ABANDONED PROPERTY**

- 29. Personal monies maintained in a resident's account or personal items which are unclaimed for six months following escape, release to parole, or discharge will be considered to be abandoned.**
- 30. Abandoned property may be donated or destroyed 30 days after determination of abandonment.**
  - 30.1. Written notice of the donation or destruction of the personal property will be given to the youth, parent, or guardian at the last known address at the time the property is determined to be abandoned. They will have 30 days to claim the property before it may be destroyed or donated.
  - 30.2. A copy of the "Personal Property Inventory" form and written notice will be placed in the youth's case file per Policy 2.40, *Managing Youth Case Files*.
- 31. Accounts for youth who escape or are placed on whereabouts unknown status may not have funds distributed until the youth returns to JR custody.**
- 32. Abandoned monies must be reported and disposed of according to instructions received from the State of Washington Department of Revenue, Special Programs Division, Unclaimed Property Section.**
  - 32.1. Youth whose monies have been transferred to the Department of Revenue may claim them as directed by the Unclaimed Property Section.
- 33. Youth will be instructed to forward claims of lost or damaged property not resolved at the local level directly to the Department of Enterprise Services, Office of Risk Management, using OFM SF210, WA State Tort Claim Form.**

Policy 2.30, Managing Youth Property and Residential Accounts 3/10/2017

III. DEFINITIONS

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**Chain of Custody:** A procedure for tracking and maintaining control of seized property from initial collection to final disposition.

**Contraband:** An article or item which a residential youth is prohibited from obtaining or possessing by statute, rule, regulation, policy or order of a court, including items altered by the youth without authorization.

**Restricted Property:** Items which may jeopardize the safety, health, security, or treatment of youth, staff, visitors or of a facility. Restricted property may include contraband, but not all restricted property is contraband.

IV. REFERENCES

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Office of Financial Management Policy 85.50

JR Community Facility Standards

V. RELATED JR POLICIES

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Policy 2.10 – Handling Youth Complaints

Policy 5.40 – Transporting JR Youth

Policy 2.20 – Managing Youth Financial Obligations

Policy 5.51 - Transferring Residential Youth to DOC

Policy 2.40 – Managing Youth Case Files

Policy 5.70 – Conducting Searches

VI. FORMS AND DOCUMENTS

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Document Title	Available In ACT	Link to Paper form
Personal Property Inventory		DCYF Form 20-190
Youth Personal Property Transmittal		DCYF Form 20-191
Restitution and Financial Obligations Payment Plan		DCYF Form 27-139
Washington State Tort Claim – OFM FORM		OFM Form SF210

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