

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 14-01</p>	<p align="center">Policy # 15.8</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: ACA Standards: 4-JCF-4B-03 through 05; 4-JCF-4B-07 through 10</p>	
<p>Chapter 15: RIGHTS OF YOUTH</p>	<p>Effective Date: 1/15/14 Scheduled Review Date: 1/15/16</p>	
<p>Subject: YOUTH PROPERTY, STATE ISSUED ITEMS, AND PERSONAL HYGIENE</p>	<p>Replaces: 2/1/12 APPROVED:</p>	
<p>Attachments: A - State Issued Items Accountability Form B – DJJ Personal Property Inventory C – Disposal of Personal Property Form</p>	<p align="center">  _____ Avery D. Niles, Commissioner </p>	

I. POLICY:

Department of Juvenile Justice secure facilities shall assume responsibility for the safekeeping of youth property. The Department of Juvenile Justice and its staff shall not be responsible for the loss, theft, or damage of personal property in a youth’s possession unless gross staff negligence or abuse is proven. Secure facilities shall provide adequate clothing, bedding, linens, and personal hygiene supplies.

II. DEFINITIONS:

Contraband: Any item or article in the possession of a youth, visitor, and/or staff or found within the facility/program that has not been officially issued or any other property that is prohibited from being brought into a facility by statute, rule, local operating procedure, policy or direction of the facility Director, unless specifically approved in writing by the facility Director.

Dangerous or Illegal Contraband: Any item that is illegal for visitor, staff or youth to possess within a DJJ facility/program site (alcohol, drugs, medications, weapons, tobacco products, lighters and matches, etc.); any cellular device or accessory (such as charger) by youth; any cellular device or accessory by staff, other than one issued by DJJ or approved by the Director; positive drug/alcohol screen; possession of items with gang graffiti; possession of hems that have been removed from bedding, clothing, etc.

Money: Cash, coins, checks, credit or debit cards, gift cards, wireless phone cards or codes, stamps, money orders, phone cards or other forms of negotiable currency or securities.

Nuisance Contraband: Any item that has not been authorized or is in excess of approved quantities. Generally, nuisance contraband does not represent an imminent threat to facility security but could represent a sanitation or fire hazard or be detrimental to facility order.

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III. PROCEDURES:

- A. Each facility Director will designate a Personal Property Control Manager and a backup. This person will oversee personal property management including supervision of secured youth property in designated storage areas.
- B. Each facility will designate a secure personal property storage room or area. Access will be restricted to designated staff. The room will be managed by the designated Personal Property Control Manager. Keys to storage rooms and areas will be designated as highly restricted keys. (See DJJ 8.12, Key Control.)
- C. Youth will be informed of property procedures during orientation and in the youth handbook, including items that are authorized and items that are considered contraband.

IV. YOUTH PERSONAL PROPERTY:

- A. During the admission process, trained security staff will examine all personal property in the possession of youth.
 1. The DJJ Property Inventory Form (Attachment B) will be used to inventory all of the youth's personal property. The inventory will be signed and dated by the staff member and the youth. A copy of the inventory will be provided to the youth, a copy will be placed with the stored property, and the original will be placed in the youth's case record.
 2. When cigarettes, other tobacco products, matches or lighters are found during the admission process, the items will be thrown away. The intake officer will document in the logbook the items taken from the youth and where thrown away.
 3. When illegal drugs are found during the admission process, local law enforcement will be called and asked to take custody of the items. If law enforcement refuses to take custody, the items will be sealed in an evidence bag and given to Principal Investigator assigned to the facility from the Office of Investigations.
- B. Personal property that will be authorized for possession at each secure facility includes:
 1. Religious literature (one Bible, Koran, or other book of faith);
 2. An approved religious item essential to the practice of your faith (subject to approval);
 3. Legal materials (subject to space limitations);
 4. Writing journals used for therapeutic purposes only;
 5. Personal health aid approved by medical department (e.g., prescription glasses);

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6. Five personal letters;
 7. Five family photos (no Polaroid); and
 8. One magazine or other periodical.
- C. Personal property that is not authorized for possession will be stored in a container, bin, property bag, etc. approved by the Director, along with the DJJ Property Inventory Form. The container, bin, property bag, etc. will be clearly marked on the outside with the youth's name and ID number and the date the property was stored.
- D. Youths' personal clothing will be laundered separately upon intake.
- E. Parents or youth seeking reimbursement for lost, stolen or damaged property must contact the Claims Advisory Board to pursue the claim:
- Claims Advisory Board
214 State Capitol
Atlanta, Georgia, 30334.
1. Valuable items (e.g., jewelry) may be stored separately in a safe or similar area with restricted access that provides additional security. These items will be placed in a sealed bag.
 2. Inside the property room, containers, bins, property bags, etc. will be organized systematically (i.e., alphabetically by last name, numerically, etc.) and neatly.
 3. A logbook will be maintained that reflects each package placed in the room by youth's name, the date the property was stored, and the signature of the person who placed the property in the room.
 4. When packages are removed, a notation will be made in the logbook that indicates the youth's name, the date the property was removed, and the signature of the person who removed the property from the room.
- F. Youth will be given an opportunity to remove unauthorized personal property from the facility by choosing one of the following methods:
1. Mail the property to the youth's home at the youth's expense;
 2. Transfer within 30 days to a parent, guardian or other visitor;
 3. Destroy/dispose of the property; or
 4. Transfer the property to the community case manager for delivery to the youth's parent/guardian or residence.

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- G. All actions to remove property will be documented using the Disposal of Personal Property Form (Attachment C). All parties involved will date and sign the form, which will be filed in the youth’s case record.
 - 1. The facility Director will determine the length of time that personal property will be stored. At minimum, personal property will be stored for 30 days.
 - 2. The Department may donate property abandoned for more than 30 days to a non-profit organization.
 - 3. Staff will never convert a youth’s property to personal use or benefit from a property disposal transaction.

- H. When a youth’s property has been abandoned or left in a facility, the facility will notify the youth, parents/guardians, community case manager, or next-of-kin in writing and request that the property be removed within 15 days. If the property is still not picked up, the property will be destroyed or disposed of.
 - 1. All actions taken will be documented in the youth’s Juvenile Tracking System case notes.
 - 2. The facility Director may extend the holding period.

V. PERSONAL HYGIENE

- A. Each secure facility will have a written schedule for showers and personal hygiene.
- B. Youth will have access to showers, toilets, and wash basins.
- C. Youth will be given the opportunity to shower at least daily.
- D. The water temperature in showers will be between 100°F and 120°F at the showerhead.

VI. STATE ISSUED ITEMS

- A. YDCs and RYDCs will provide the following standard items to youth:
 - 1. Clean towels and washcloths (at least 3 times per week);
 - 2. Clean, appropriately sized clothing (at least 3 times per week);
 - 3. 1 pair of shoes;
 - 4. 1 pair of shower shoes;
 - 5. Clean socks and underwear (daily);
 - 6. Special clothing and equipment for work assignments, as applicable;

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7. One mattress and one pillow, or one mattress/pillow combination;
 8. Two sheets (exchanged at least weekly);
 9. One pillowcase for pillows separate from the mattress (exchanged at least weekly);
 10. Sufficient blankets to provide comfort during existing temperature controls (exchanged and cleaned at least 2 times per month);
- B. Personal hygiene supplies shall be appropriate to the youth’s gender and cultural heritage.
- C. Personal hygiene articles and supplies will be made available to youth and not shared with other youth, to include, at a minimum:
1. Soap and shampoo;
 2. Toothbrush and toothpaste;
 3. Culturally sensitive hair maintenance items (e.g., hair grease);
 4. Comb or brush;
 5. Non-aerosol deodorant;
 6. Body lotion;
 7. Toilet paper; and
 8. Feminine hygiene items for females.
- D. The facility Director will establish procedures for youth to have the opportunity to shave under staff supervision.
- E. The facility Director or designee will maintain a system of accountability for clothing that includes documentation of the clothing issuance/possession to ensure that youth are not in possession of more than the limits allowed. (See Attachment A – State Issued Items Accountability Form).
- F. The facility Director or designee will maintain an inventory of all hygiene products that include when items are added to or removed from inventory.
- G. With the exception of youth on a suicide prevention plan, each youth will be provided appropriately sized, clean clothing at least 3 times each week. Clothing will be provided more frequently, as needed, after strenuous activity (e.g., P.E. or recreation).
- H. Youth on a suicide prevention safety protocol or special management plan will be provided linens in accordance with their protocol or plan.

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- I. When appropriate, special and protective clothing and equipment will be issued to youth assigned to food service (i.e., hairnets, aprons, etc.), maintenance (i.e., gloves, goggles, etc.), and other special work assignments.
- J. Youth who are deemed to be an escape risk must be placed in a different color uniform to increase the identification and awareness of their presence and to clearly identify them as being in custody.
- K. Mattresses and pillows must be encased in a non-porous, fire-retardant material. Mattresses and pillows will be disinfected before being issued to a new youth.
- L. Blankets, sheets, pillows, pillowcases and mattresses will be kept in good condition. Items beyond repair or good use will be discarded.
- M. Each facility will maintain a supply of bed linen that exceeds the supply needed to serve the maximum anticipated population.
- N. The facility Director or designee will establish a system of accountability for bed linen that includes documentation of the linen issuance.
- O. Other state issued items may be issued to youth and will be authorized for possession by youth to include, but not be limited to:
 - 1. One library book; and
 - 2. One school book (textbook).
- P. Items issued to youth do not become the personal property of the youth. Issued items continue to be state property even after issuance and youth's release from the facility.
- Q. A youth may possess state issued items only in the authorized quantities.
- R. Youth will not waste or destroy issued items. Access to state issued items may be temporarily restricted if the youth intentionally destroys or damages the items.

VII. CONTRABAND:

- A. Contraband and dangerous/illegal contraband are forbidden in Department facilities. Possession of these items or giving these items to a youth may result in criminal prosecution.
- B. Staff will never give youth contraband. DJJ staff will never authorize the introduction of illegal items into the facility.
- C. Youth will be given the opportunity to dispose of confiscated nuisance contraband items when they can demonstrate ownership. When ownership cannot be determined, nuisance contraband may be destroyed or disposed of.

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VIII. MONEY:

- A. Youth in secure facilities will not possess money (e.g., checks, check cards, money orders, cashier’s checks, etc.). Youth will be expected to immediately notify staff of any money or financial instrument they may receive or have in their possession.
- B. Youth shall not be allowed to sell, give, receive or transfer property, money, to or from another youth, staff, volunteer or visitor.
- C. When money is found during the admissions process, staff will document the amount of cash (or describe the type of money) using the DJJ Personal Property Inventory (Attachment B). The money of each youth will be placed in an individual envelope and sealed. The envelope will have the youth's name and amount of money clearly written on the outside. Both youth and processing staff will sign and date the seal of the envelope verifying the amount contained within. The youth will be given a copy of the Personal Property Inventory Form as a receipt.
- D. Money will be stored in a highly-restricted secure area with the youth’s personal property or in another designated secure location. The Business Office will be responsible for collecting the money daily. If the youth prefers, he/she may be permitted to mail the money home at his/her own expense or have it picked up by visitors. Cash and coins will be mailed in the form of a business check; all other forms of money will be sent by certified mail to ensure receipt. Stored money and financial instruments will be returned to the youth upon release.
- E. A secure deposit box will be provided for deposit of money envelopes. Ability to open the deposit box will be restricted to the facility Director, or designee, or Personal Property Control Manager.
- F. Money found in possession of youth after admission will be considered contraband.
 - 1. Youth who find money will be expected to turn the item in to a staff member. The staff member will generate a Special Incident Report (See DJJ 8.5, Special Incident and Child Abuse Reporting) and immediately turn the cash or items in to the Director, or designee, or Personal Property Control Manager.
 - 2. Staffs who find money will turn the item in to the Director, Director’s designee. The staff member will complete a Special Incident Report (see DJJ 8.5, Special Incident and Child Abuse Reporting).

IX. LOCAL OPERATING PROCEDURES REQUIRED: YES