

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

Directive No.:	1540
Issued Date:	11/20/2025
Post Until:	12/20/2025

SUBJECT: 534-YOUTH PERSONAL PROPERTY

Staff assigned to or supporting juvenile institutions are instructed to review and acknowledge the enclosed 534-Youth Personal Property Procedures.

The procedures will be located on Prob-Net (Probation Manuals- [POLICIES, PROCEDURES, AND MANUALS-JUVENILE INSTITUTIONS MANUAL \(sharepoint.com\)](#)). If you have any questions or need clarification about this Directive, please contact your supervisor.



Guillermo Viera Rosa
Chief Probation Officer

11/20/2025

Date

Youth Personal Property

534.1 PURPOSE AND SCOPE

To establish requirements for the intake, recordkeeping, storage, and return of youth property within juvenile facilities.

534.1.1 DEFINITIONS

Personal property: This may include, but is not limited to, clothing and shoes.

Cash or cash equivalent: Gift cards, prepaid cards, cash.

Valuable property: This may include, but is not limited to, cell phones, watches, jewelry, checks, credit cards, and sunglasses.

Property Room: A room with restricted and/or limited access for the storage of youth property.

534.2 GUIDELINES

- The admitting facilities are responsible for receiving, separating, labeling, storing, and recordkeeping of youth property.
- The releasing facility is responsible for the release and recordkeeping of youth property or the disposition of the property when release is not possible.
- Property may be removed from the admitting facility for the following reasons:
 - Youth is released.
 - Youth is transferred.
 - Youth authorize a parent, legal guardian, or anyone 18 years old and over to retrieve personal property.
 - Items are subpoenaed.
 - Unclaimed property.
 - Search warrant.
- Each youth's property is to be accurately inventoried, safely stored, clearly identified for retrieval, and properly dispositioned.

534.3 RESPONSIBILITIES FOR PROCESSING PERSONAL PROPERTY

- Two admitting staff shall take, search, inventory, and appropriately package a youth's personal property.
- Two admitting staff shall separate the youth's personal property and money and place

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them in the designated area for the Management Services Bureau (MSB) pick up:

- Personal property in Property Bag.
 - Valuables and money under \$200 are placed together in one (1) Property Envelope.
 - Valuables and money over \$200 are placed in a separate Property Envelope.
- One of the two admitting staff shall enter a Probation Case Management System (PCMS) property summary to document the entirety of each youth's property collected and the method of handling (stored in the facility or cash deposited with Finance). The PCMS property summary shall include:
 - The property items (phone, electronic devices, and/or watch).
 - The type of each jewelry item.
 - Money.
- In the presence of the incoming youth, two admitting staff shall prepare a Property Receipt sufficiently identifying the youth's property, including:
 - Name of youth.
 - Date of birth of the youth.
 - PDJ number.
 - Name of admitting staff.
 - Admit date.
 - Employee number.
 - Individual description of any phone and electronic device and any damage thereto.
 - Individual description of each piece of jewelry, including watches, bracelets, earrings, necklaces, rings, etc. (i.e., yellow metal, white metal, and color of stone).
 - Miscellaneous items not pre-printed on the receipt.
 - Description of purse, backpack, luggage, and/or packages.
 - Youth's signature and date confirming the itemization of personal items, and the amount of money sealed in the Property Envelope.
 - Signatures and dates from two admitting staff witnesses.
- Admitting staff shall mark the Property Bag and Property Envelope with the youth's name, date of birth, Probation Department Juvenile (PDJ) number, and Property Receipt serial number.
- Admitting staff must log the youth's name, date of birth, and Property Receipt serial number into the Property Logbook.

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- Copies of the Property Receipt are distributed as follows:
 - Gold copy: Stapled to Property Envelope.
 - White copy: Filed by Admitting staff.
 - Yellow copy: Stapled to Property Bag.
 - Pink copy: Placed inside a youth's PDJ file.

534.4 PROCESSING YOUTH'S MONEY

534.4.1 ADMITTING STAFF SHALL:

- One admitting staff shall immediately count the cash in the presence of another admitting staff and the youth and obtain the youth's signature and date on the Property Receipt confirming the amount of cash.
- Both admitting staff shall sign and date the Property Receipt confirming the amount of cash and seal the Property Envelope in the presence of the youth.
 - If the youth is unable to sign, obtain a signature from a third witness officer (Officer of the Day (OD)/facility supervisor).
 - Staff shall document on the Property Envelope the youth's name, PDJ number, date of birth, Property Receipt serial number, and amount of money collected.
- The sealed Property Envelope with any amount of money shall be placed in the OD/facility supervisor or designated safe until it is received by the Personal Property staff.
- OD/facility supervisor will maintain a log of the transfer of the Property Envelope to the Personal Property staff, including a signature of the Personal Property staff upon receipt of the Property Envelope.
- MSB authorized staff will take possession of Property Envelopes containing more than \$200 and will deliver the money in the sealed, locked bags to Fiscal Services' Cashiering Unit at Downey Headquarters by the next business day.
 - The Property Envelopes for these funds are kept in the locked safe until transferred to Fiscal Services' Cashiering Unit.
 - A receipt will be obtained from the Cashiering Unit for each deposit on behalf of the youth and will be placed in the youth's PDJ file.

534.5 YOUTH REQUESTING ITEMS FROM THE FACILITY PROPERTY ROOM

- At times, youth may need special items from their property, such as eyeglasses, hearing aids, or corrective shoes.
- The OD/facility supervisor must be contacted for permission to remove items or to view

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the contents of the property kept in the Property Room.

- Two staff may open the youth's property bag in the presence of the youth:
 - Staff remove items, reseal, update PCMS, and sign the property receipt.
 - Youth initials and dates next to the removed items and signs.

534.6 TRANSFER OF YOUTH'S PROPERTY BETWEEN JUVENILE FACILITIES

534.6.1 MOVEMENT COORDINATOR SHALL:

- Upon receiving the transfer documents, will clear the youth for movement and generate a movement transmittal.
- Provide a copy of the Movement Transmittal to the Property Room staff to prepare youth's personal property to be transferred from the youth's current juvenile facility.
- Release the sealed Personal Property and Property Envelope and signed Transmittals to the Transportation Deputy prior to the youth's transfer.
- Prepare transfer of the youth's Personal Property and Property Envelope for the youth who was transferred from court to any juvenile facility when the youth does not return to the original housed juvenile facility.

534.6.2 TRANSPORTATION DEPUTY SHALL:

- Receive the youth's sealed Personal Property and Property Envelope from Personal Property staff.
- Receive and release the sealed youth's Personal Property and Property Envelope to the receiving facility's Property Room staff.
- Obtain copies of the Personal Property and Personal Envelope signed Transmittals by releasing and receiving the Property Room staff.
 - Copies of the completed/fully executed transmittals shall be scanned to the sending and receiving facilities on the same day of the movement of the youth.
 - Return a copy of the signed forms to Transportation Headquarters; and
 - Email a scanned copy of the forms to the Transportation Headquarters Secretary.

534.7 RELEASE OF MONEY AND PERSONAL PROPERTY TO YOUTH

- Movement Control (MC) staff shall escort the youth to the Property Room, where Personal Property staff shall hand the youth their Property Envelope containing \$200 or less.
 - Youth shall open the Property Envelope and count their money in the presence of the Property Room and MC staff.

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- Property Room staff shall obtain the youth's signature and date on the Property Inventory form.
- For the youth who have more than \$200:
 - Property Room staff shall assist the youth with the completion of a Personal Money Refund Request form, including a phone number, e-mail address, and mailing address.
 - Property Room staff shall obtain a completed and signed Personal Money Refund Request form from the youth or the youth's authorized designee.
 - Property Room staff shall provide a copy of the form to the youth or the youth's designee and email the form to CashieringUnit@probation.lacounty.gov for processing.
 - The Cashiering Unit will process the refund request per procedures defined by the Office of the Auditor-Controller.
 - Auditor-Controller will issue and mail a check to the address the youth has provided on the refund request form.
 - The MSB Personal Property staff shall return the youth's personal property and valuables, sign and date the Property Receipt, and have the youth sign and date the same Property Receipt to confirm the return of the property and place the copy in the youth's PDJ file.

534.8 UNCLAIMED PROPERTY

- If the youth's personal property and valuables are not claimed during the release, MSB Personal Property staff shall mail a notice to the youth and/or their authorized designee. The notice is available in English and Spanish.
- Personal Property staff shall document on the Property Receipt at least three telephone and/or email attempts to contact a youth or the authorized designee about their unclaimed property.
- 30 days after a youth's release date, all unclaimed clothing is disposed of, provided to charity organizations, or kept within the facility to provide clothing to other youth who may not have civilian clothing available upon their release.
- If the youth has not responded to the Personal Property staff's outreach, unclaimed money in the amount of \$200 or less, MSB will deliver the money in a sealed, locked bag to Fiscal Services' Cashiering Unit to seek contact with the youth or the authorized designee to initiate the return of the money.
- Unclaimed valuables, such as jewelry, cellular phones, etc., are delivered to the Internal Services Department (ISD) with a transmittal.

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534.9 REFERENCES

Refer to the Youth Admittance policy

Refer to the Release policy