

POLICY

It is the policy of the Michigan Department of Human Services (DHS) Bureau of Juvenile Justice (BJJ) that all youth property is inventoried at intake and accounted for at release.

PURPOSE

This policy ensures that the youth's property is properly stored and returned to the youth upon release.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to the storage of youth property. At a minimum, these SOPs must contain the following requirements:

Intake Inventory

Process to inventory a youth's personal property upon entry into the facility.

- Packaged personal items may either be stored in a locked area of the facility inaccessible to the youth or given to the youth's parent/legal guardian.
- The parent/legal guardian must sign an acknowledgement of receipt of the package.

Process to destroy or receipt and store all contraband items in a secure manner.

Procedure for the collection, documentation and storage of U.S. currency including a receipt to the youth.

**Release or
Transfer of the
Youth**

Upon release or transfer from the facility, the youth signs a receipt for stored personal items when they are returned.

When efforts to locate youths who left personal belongings and/or money in their accounts have failed, after one (1) year the property is considered abandoned and must be delivered to the state treasurer as provided in the statute.

Escaped Youth

Upon a youth's escape from a facility, all of the youth's personal clothing and belongings that are not in storage are:

- Inventoried by staff.
- Packaged with the youth's name and current date visible on the package.
- Held for no longer than forty-five (45) days in locked storage.

The facility/center director or designee ensures that personal clothing and belongings of an escaped youth are returned to the youth's parent/legal guardian within forty-five (45) days of the escape.

When there is no parent or legal guardian to accept the packaged personal items, the facility/center director or designee and the youth's JJS, CMO worker or probation officer determines how to dispose of the abandoned property.

After forty-five (45) days, money in a youth's account will be applied to any outstanding balance of the youth's court ordered payments (Residential Policy 1104.3).

Designates the reporting mechanism to document the disposition of an escaped youth's personal property.

AUTHORITY

Uniform Unclaimed Property Act, MCL 567.221 et seq