



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part II – Youth Services [Facilities]**



*Subject:*

**Youth Personal Property in OYA Facilities**

*Section – Policy Number:*

**E: Programming – 9.0**

*Supersedes:*

**II-E-9.0 (1/12)**

*Effective Date:*

**05/29/2019**

*Date of Last*

*Review:*

**05/29/2023**

**Related Standards and References:**

- American Correctional Association, *Standards for Juvenile Correctional Facilities*: 4-JCF-1C-12 (Juvenile Property Storage)
- [Attachment A](#): Allowable Youth Personal Property
- [OYA policy](#): II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities)
- II-F-3.0 (Youth Mail in OYA Facilities)
- II-A-1.2 (Preserving Chain of Evidence)
- II-E-8.0 (Youth Dress Standards in OYA Facilities)
- I-B-4.2 (Reimbursement for Personal Property [Youth])
- [OYA forms](#): YA 4010 (OYA Property Envelope)
- YA 4008 (OYA Facilities Youth Prohibited Items)
- [JJIS forms](#): OYA 4017 (Personal Property Record)
- OYA 4028 (Youth Acknowledgement of Responsibility for Personal Property)


**Related Procedures:**

- **None**

**Policy Owner:**

Facility Services Assistant Director

**Approved:**

  
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 Joseph O'Leary, Director

**I. PURPOSE:**

This policy establishes limits, controls, and safeguards for youth personal property in OYA facilities.

**II. POLICY DEFINITIONS:** None

**III. POLICY:**

OYA allows youth in its facilities to keep certain items of personal property limited by safety and security concerns, storage space, and behavioral level systems. OYA also establishes appropriate controls for the management of youth personal property in order to minimize damage, theft, or loss of personal items.

#### IV. GENERAL STANDARDS:

##### A. Personal Property Inventory

1. Staff must inspect youth personal property in the presence of the youth upon the youth's admission to any OYA facility.
2. Staff must use universal precautions and personal protective equipment when handling incoming youth personal property to minimize the potential spread of infectious agents, such as lice or scabies.
3. Personal property that is not allowed at the facility must be sealed in a clear plastic bag in preparation for return to the youth's family or other appropriate disposition as described below.
4. If a youth's personal property contains valuables, electronic devices such as cell phones, , credit cards, prescription drugs in the youth's name, or any item prohibited in the facility, staff must photograph the item, note it on a JJIS form OYA 4017 (Personal Property Record), and return it to the youth's family.
5. Staff must count and provide a receipt for any cash or checks written to the youth. The cash or check must be placed into an OYA Property Envelope (YA 4010) and securely routed for deposit into the youth's trust account.
6. If a youth's personal property contains items such as weapons, suspected illegal drugs, stolen items, or evidence of a crime, staff must handle the items in accordance with OYA policies II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities) and II-A-1.2 (Preserving Chain of Evidence).
7. Staff must inventory allowable personal property on a JJIS form OYA 4017 (Personal Property Record). Staff must update the OYA 4017 when the inventory changes.
8. Upon a youth's intake or transfer to an OYA facility, staff must launder machine-washable items prior to returning the items to the youth. Nonwashable items must be sealed in a clear plastic bag for seven days in order to ensure decontamination prior to returning the items to the youth.
9. Staff must allow the youth to review the OYA 4017 to ensure all personal property is accounted for. The youth must sign and date the form. The original form must be kept by the living unit manager and a copy of the form and copies of any receipts for items must be given to the youth.
10. Staff must re-inventory a youth's personal property and update the OYA 4017 upon the youth's transfer to another unit within the same facility or annually, whichever is sooner.

11. The OYA 4017 must be printed and filed in section seven of the youth's case file upon the youth's transfer from the facility.

B. Allowable Personal Property

1. Staff may allow youth personal property items as listed on [Attachment A](#) (Allowable Youth Personal Property).
2. Additional items may be authorized by the facility's administration to meet specific treatment, education, program, gender, religious, or cultural needs.

C. Unauthorized Personal Property

1. Staff may not allow youth to have any items listed on OYA form YA 4008 (OYA Facilities Youth Prohibited Items) in their personal property.
2. Staff must prohibit youth from directly or indirectly giving, trading, lending, or selling personal or other property to other youth or other youth families, or to staff.

D. Personal Property Limitations

Staff must limit the amount of personal property a youth may possess to the amount that the youth can store in the youth's assigned storage area, with certain exceptions as noted below. Due to physical plant design differences, personal property storage space may differ between facilities.

E. Personal Property Secure Storage

1. OYA provides limited secure storage for youth personal property that does not fit in youth assigned storage areas, such as musical instruments or special project materials.
2. Staff must clearly mark all youth personal property in secure storage with the youth's name and JJIS number.
3. Youth access to other youth's personal property secure storage is strictly prohibited.
4. OYA does not provide secure storage for valuable youth personal property. Valuables must be retained by the youth's family.

F. Property Searches

Staff may regularly or randomly search youth personal property as specified in OYA Policy II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities).

G. Receipt of Personal Property at Times Other Than Intake

1. A youth's living unit manager may authorize the youth to order personal property.
2. Staff may allow youth families to send in preapproved items through the US mail or UPS.
3. Personal property items may only be dropped off at facilities or brought into facilities during visiting by approved visitors with prior facility administrative staff approval.
4. Staff must ensure youth and youth families do not provide personal property items for other youth, unless approved by facility administration.
5. Staff must ensure an OYA 4017 is updated to reflect any change in a youth's personal property inventory.

#### H. Disposition of Personal Property

1. Staff must dispose of excess youth personal property in one of these ways, at the youth's choice:
  - a) Send to family at the youth's expense;
  - b) Donate to the facility; or
  - c) Donate to a charitable organization.
2. Staff must immediately store an escaped youth's personal property. The property must be mailed to the escaped youth's family within 30 days of the youth's escape.
3. Staff must dispose of unclaimed or abandoned youth personal property by donating it to a charitable organization.

#### I. Property Disputes

Staff must resolve personal property disputes between youth.

#### J. Lost, Stolen, or Damaged Personal Property

If a youth believes loss of personal property is a result of OYA negligence, staff must direct the youth to write a claim letter to the facility superintendent or camp director.

1. The letter must include:
  - a) The youth's name and location;
  - b) The date of loss (within 90 days of loss or knowledge of loss);

- c) Specifics regarding the loss (what, where, how);
  - d) The name(s) of staff witness(es) and work phone number(s);
  - e) The replacement value (attach receipts if possible); and
  - f) An explanation detailing how the state is liable for the loss.
2. The letter may be submitted by:
- a) A youth's parent/guardian; or
  - b) The youth if the youth is over age 18, emancipated, or the youth's parent/guardian is unavailable. The youth must explain why the youth is submitting the claim in lieu of the parent/guardian.
3. If the facility's administration and youth or youth's parent/guardian are unable to come to a mutually satisfactory solution, staff must refer the youth or youth's parent/guardian to mail a claim letter to the below address.

Oregon Department of Administrative Services  
Risk Management Division (RMD)  
1225 Ferry St SE, U105  
Salem, OR 97301

The letter must include the information from section J.1. above.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**

Each youth may keep the following personal property items while in an OYA facility:

1. Unframed, approved photographs;
2. One wedding band (if married);
3. Personal letters, address booklet, and stamps (stamps may be secured in a staff office and labeled as belonging to a specific youth);
4. Religious items such as medicine bag or rosary; and
5. School work, treatment work, and journals.

Youth in specific programs and on certain behavior management levels may be allowed the following personal property items, as authorized by facility administration and within the limits of the space allocated for such property:

1. Personal clothing items;
2. Soft-cover books, puzzle books, and magazines;
3. Personal footwear;
4. Musical instrument;
5. Electronic music or game device **without** Internet connectivity or capacity;
6. Pillow, bedding, stuffed toy;
7. Items purchased through canteen;
8. Wristwatch;
9. Finished artwork or crafts (if there is no safety or security risk);
10. Art supplies; and
11. Other personal items as specified in writing as part of a behavior management level or specific program.

Youth in transition programs/camps involving community work are allowed personal property that supports maintaining employment, is within the program rules, and is within the space allotted to the youth.