


<b>2025 RESIDENT'S PROPERTY (COMMITTED)</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Admission and Orientation</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: <b>January 1, 2010</b> Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): <a href="#">RSA 621</a> and <a href="#">RSA 621-A</a> Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): _____ Bridges' Screen(s) and Attachment(s): _____

It is essential that we take our responsibility to care for our resident's personal property appropriately. The Property Room in Admissions is set up to be able to accommodate resident personal property. We need to ensure that all personal property is documented, stored and protected.

### **Purpose**

This policy is to establish the procedures for caring for resident's personal property.

### **Policy**

Resident property retained at the SYSC shall be accurately inventoried and securely stored.

#### I. Property Storage:

##### A. Personal Property Storage Room

1. The storage room for residents' personal property shall be located in the Admissions Unit.
2. Supervisor shall be responsible for the Property Storage Room.
3. The storage system shall include:
  - (a) a system for the storage of clothing;
  - (b) a safe for the storage of valuables of committed residents; and
  - (c) a four-drawer file cabinet (one drawer for each residential building, and a file for each resident with two inventory sheets—one for valuables and one for clothing).
4. There shall be a washing machine and dryer located in the property storage room.
5. Only Supervisors shall enter the property storage room

##### B. All personal property (clothing and valuables) shall be stored in the property storage room in the Admissions Unit. Money shall be transferred to the Business Office for deposit.

## II. Inventory Procedures:

### A. Admission

1. Upon admission to SYSC, each resident shall be patted down in the Admissions sally port, and all items (including shoes, belt, jewelry, money, and anything in their pockets) shall be removed from the resident and placed in a bin. These items shall be inventoried during the admissions process. As part of the admissions process, the resident shall be strip-searched. The resident's personal clothing and any other items found on the resident's person during the strip search shall be collected and inventoried during the admissions process.
2. Admitting staff shall inventory all items taken from and brought in by a resident. Staff shall complete separate inventory sheets for clothing and valuables. These sheets shall be signed by the resident and the Admissions staff and shall be placed in the resident's property file located in the file cabinet of the property storage room.

#### (a) Clothing

- (1) Personal clothing to which a resident shall have access while at SYSC shall be inventoried, washed, and stored in the property storage room.
- (2) Extra personal clothing shall be inventoried and stored in the property storage room (or in the Administration Building) until it can be returned to the resident's parent/legal guardian. Residential staff shall utilize best efforts to return extra clothing as soon as possible.

#### (b) Valuables

- (1) All valuables shall be inventoried in Bridges, placed in an envelope labeled with the resident's name, and stored in the safe in the property storage room.
- (2) The Bridges inventory sheet shall be printed twice. One copy shall be signed and placed in the envelope along with the valuables. The other copy shall be filed in the resident's property file in the property storage room.
- (3) Admissions staff shall attempt to return residents' valuables to their parents/legal guardians as soon as possible. After one week, valuables shall be transferred to the Administration Building, from which additional attempts to return the items shall be made.

#### (c) Money

- (1) All money shall be inventoried and transferred to the Business Office for deposit. Money receipts shall be signed and issued.
- (2) Admissions shall maintain a ledger of all money received from incoming residents.

### B. [Furlough](#)

1. Departing for Furlough

- (a) Residential staff shall accompany the resident scheduled for furlough to the Admissions Unit so that he/she can change into personal clothes. Residential staff shall bring a clean set of facility clothing for the resident.
- (b) Staff shall retrieve the resident's clothing and the resident's inventory sheets from the property storage room
- (c) Staff shall confirm that the items listed on the property sheet match what is being given to the resident, and shall have the resident sign the sheets to confirm receipt of the items.
- (d) Staff shall initial the forms and indicate the time and date that property is signed out, and also indicate that a clean set of facility clothing has been left in the storage room.
- (e) The resident shall change into his/her personal clothing in the Admission's bathroom while the accompanying staff waits in the hall.
- (f) Soiled facility clothing shall be returned to the residential unit by the residential staff for laundering with the rest of the unit clothing.

2. Returning from Furlough

- (a) Residents returning from furlough shall arrive at the main entrance.
- (b) The receptionist shall notify the resident's unit of his/her return and shall receive any money on behalf of the resident and see that the appropriate receipts are issued. Any valuables in the resident's possession shall be immediately given to the parent/legal guardian prior to their departure.
- (c) Residential staff shall accompany the resident to the Admissions Unit for search and exchange of clothing.
- (d) Residential staff shall inventory all personal clothing after the resident changes into facility clothing in the Admissions Unit bathroom.
- (e) Both the resident and staff shall sign the updated inventory sheet.
- (f) Inventoried clothing shall be washed and stored in the personal property storage room.

C. Release

- 1. Upon release from SYSC, all property belonging to the resident shall be returned.
- 2. A receipt shall be issued and shall be signed by the resident, acknowledging return of the property.

