

2026 RESIDENT'S PROPERTY (DETENTION)	
Chapter: Sununu Youth Services Center	Section: Admission and Orientation
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: January 1, 2010 Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): RSA 621 and RSA 621-A Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): _____ Bridges' Screen(s) and Attachment(s): _____

It is essential that resident property retained at the SYSC shall be accurately inventoried and securely stored.

Purpose

The purpose of this policy is to establish the resident property procedure for detained residents.

Policy

- I. Property Storage: Detained resident property shall be stored as follows:
 - 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 Resident Property Storage room.
 3. The storage system shall include:
 - (a) a system for the storage of clothing (for committed and detained residents;
 - (b) a safe for the storage of valuables (for committed residents); and
 - (c) a four-drawer file cabinet (one drawer for each residential building, and a file for each resident with an appropriate number of inventory sheets).
 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 clothing shall be stored in the personal property storage room in the Admissions Unit.
 - C. All money and valuables shall be stored in a locked safe in the Unit Manager's office in the Detention Unit. Separate inventory sheets shall be kept with these items.
- II. Inventory Procedures: The following inventory procedures shall be followed:
 - 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. Both the resident and the Admissions staff shall sign these inventory sheets.
 - (a) Clothing
 - (1) Personal clothing that a resident shall have access to 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 until it can be returned to the resident's parent/legal guardian. Admissions staff shall utilize best efforts to return extra clothing as soon as possible.
 - (3) The clothing inventory sheet shall be placed in the resident's property file located in the file cabinet of the property storage room.
 - (b) Valuables
 - (1) All valuables shall be inventoried in Bridges, placed in an envelope labeled with the resident's name, and stored in a locked safe located in the Unit Manager's office in the Detention Unit. The valuables inventory sheet shall be placed here as well.
 - (2) Admissions staff shall attempt to return residents' valuables to their parents/legal guardians as soon as possible.
 - (c) Money
 - (1) All money shall be inventoried and placed in a locked safe in the Unit Manager's office in the Detention Unit. Money receipts shall be signed and issued.
 - (2) Admissions shall maintain a ledger of all money received from incoming residents.

B. 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.