DEPARTMENT OF CORRECTIONS

Policy Number:	**302.260**
Title:	**Juvenile Property**
Effective Date:	**1/5/26**

PURPOSE: To provide procedures for managing property at juvenile correctional facilities, prioritizing efficiency, effectiveness, and consistency; treating property with care and respect; recognizing the potential personal and emotional significance of items; while maintaining the security, safety, and orderly management of juvenile correctional facilities.

APPLICABILITY: Minnesota Correctional Facility-Red Wing (MCF-RW). Juvenile program.

DEFINITIONS:

Consumable items – items that are perishable, consumed through use, or non-durable (for example, food, hygiene items, writing supplies, and plastic items).

Contraband – defined in Policy 301.030, "Contraband."

Inventoried personal property – personal property with a specified limit on the allowable items list.

Non-inventoried items –consumable items, personal papers including published and legal materials that are not tracked on the property list, items without a specified limit on the allowable items list, or items controlled by the room saturation limit.

Room saturation limit – the maximum allowable number of an item that a juvenile resident may have in their possession at one time.

State-issued property –property purchased with state funds and issued to juvenile residents for their use during their stay at the facility, such as clothes, shoes, bedding, towels, and hygiene supplies.

PROCEDURES:

A. Personal property at intake

1. All personal property in a juvenile resident's possession when they arrive at the facility, including their clothing, is collected, searched, and inventoried.

2. The resident reviews their personal property inventory sheets and signs it to confirm it is accurate. If a resident refuses to sign it, two staff must sign it to confirm it is accurate.

3. The facility pays to mail out personal property to a person and address provided by the resident.

B. Allowable property

1. The juvenile allowable property list includes.
   a) The number of allowable items;

b) Restrictions, for example, where specific items are allowed; and
c) If a specific type or brand of an item is required.

2. The allowable property list is included in the Resident Manual and youth learn about it during orientation.

3. The allowable property list may be revised as approved by the warden/designee. Residents are given at least a 30-day notice before changes become official.

4. The only exceptions to the allowable property list are when the item is:
   a) Required for medical reasons; and

   b) Approved by medical staff and the warden/designee.

5. Items of spiritual significance
   a) Residents may have a maximum of five personal items of spiritual significance if they do not violate this policy.

   b) Residents may order personal items of spiritual significance after they receive approval from the chaplain/spiritual care coordinator.

   c) Personal items of spiritual significance may be restricted or prohibited if they affect security, safety, or the orderly management of the facility.

C. State-issued property
1. Residents are provided clean, neat clothing that fits properly and is suitable for the current weather season. State-issued clothing is tagged with the resident's name and is centrally laundered.

2. The initial issue of state property is documented on the Resident Initial State Issue Record (attached).

3. Property staff issues clothing items to residents upon intake and when seasons change, their size changes, or the item is damaged. Each living unit is assigned a clothing exchange date during the week.
   a) Residents complete a Resident Property Exchange form (attached) to request new clothing including correct sizes, number of items needed, and reasons for the requested exchange.

   b) The form must be readable and include the resident's complete name, living unit, work area if work clothes are requested, and identification number (OID).

   c) All other state-issued items are replaced when no longer in usable condition with clean, usable items.

   d) The resident must turn in an old item before they receive a replacement.

e) Certain damaged items may be replace under special circumstances.

4. The living unit supervisor tells property staff as soon as possible when a new resident has been assigned to their living unit to arrange for them to receive state-issued clothing.

5. Property staff issue bedding, towels, and personal hygiene items to residents per Operating Guideline 303.020RW, "Juvenile Dress/Hygiene/Hair Care."

6. Personal property and personal care items are available for residents to purchase as outlined in Operating Guideline 302.010RW, "Canteen."

7. Property or work crew staff may issue special work clothing and equipment as appropriate to the resident's work assignment.

8. Release
   a) Upon release, residents are given one good, clean school uniform to wear into the community.

   b) Residents are given a good, clean jacket when released during colder months (between approximately October 1 and March 31).

D. Vendors

Facility administration may approve appropriate vendors to provide for the specific needs of their residents (for example, hobbycraft, electronic repairs, items of spiritual significance, and published materials). The special order process in Policy 302.250, "Property," also applies to residents ordering from vendors.

E. Property inventory

1. The property department maintains a current personal property inventory for each resident.
   a) This list is updated when inventoried property is obtained and disposed of.

   b) Facility staff must give residents a copy of their personal property inventory records.

2. Residents use the Voucher/Special Order Form (302.250G) to purchase property through approved vendors.
   a) Limits may be placed on the number of purchases residents may make.

   b) If a resident replaces an item on their current inventory, they must turn in the old item before the new item is issued.

   c) Incoming property purchases are inspected and processed within two days, excluding weekends and holidays.

   d) Residents may purchase gifts for people, but the item(s) must be sent directly from the vendor to the gift recipient's address.

3. Residents are not allowed to have personal property in their possession that is not included on their property inventories. Any personal property found in a resident's possession that is not listed on their property inventory records is considered contraband and may be confiscated and disposed of.

4. Residents must not transfer, give, trade, loan, or sell property to other residents.

F. Property storage

1. All residents store personal property in their rooms. Residents who are temporarily living in Dayton on safety-based separation have limited access to, and limited room storage for, property.

2. Residents are responsible for the care and safekeeping of the personal property in their possession.

3. Rules and restrictions about property storage may vary depending on the location/building and according to fire and health codes.

G. Property removal

1. When it is necessary to remove personal property from a resident's room or other facility area, staff:
   a) Separate personal property from state-issued property;

   b) Inventory personal property, boxes the items, seals the box, and attaches the inventory to the outside of the box;

   c) Must not seal food, wet clothing, or other fabric items in the box; and

   d) Give the box of inventoried personal property to property staff for secure storage.

2. State property is inventoried and returned to the appropriate department/office (for example, the library or a classroom).

3. State clothing that is in good condition is laundered and returned to juvenile property for storage and re-issue.

H. Property disposition

1. Release from the facility
   a) Residents are given their inventoried personal property when they are released, along with a receipt they sign that lists the property returned. Inventoried personal property is not given to the resident if it is:
      (1) Prohibited by law or case plan; or

      (2) Held for an authorized investigation or litigation.

   b) Staff must document:

(1) Any difference between the resident's inventoried personal property and the property given to the resident; and

(2) How the difference was resolved.

c) Property staff verify ownership of the item before they decide what to do with it and adjust the property record if needed.

d) Outgoing personal property is shipped via an authorized vendor. Packaging and shipping charges are deducted from the resident's account.

e) State-issued property is not sent out. (See sections G.2. and G.3, above.)

2. Undelivered items

a) Residents receive a Notice of Non-Delivery of Mail/Package (302.020A) when items are received or delivered without following the approved property procedures. The item is returned to the sender at the resident's expense.

b) Residents receive a Notice of Non-Delivery of Mail/Package when an item was properly obtained but was then determined to be unallowable.

(1) The resident has 30 days to tell the property department if they want the item:

(a) Returned to the sender at the resident's expense; or

(b) Disposed of by the property department.

(2) If the resident does not respond within 30 days, the property department disposes of the item.

3. Authorized outgoing property

a) Residents may deliver outgoing personal property to the property department with a Property Disposition Record (302.250H).

b) The property staff sends it out within two days of receipt.

4. Contraband

Contraband items are confiscated and disposed of as listed below.

a) Inventoried items over the amount listed on the inventory:

(1) If the resident provides proof of ownership, the resident may decide the disposition of the property.

(2) If ownership is not verified after 30 days, property staff decide what to do with the property.

b) For non-inventoried items that exceed the number allowed, residents may determine the disposition of the property.

c) Unallowable items are confiscated and disposed of after 30 days.

5. Unclaimed property

a) Property, excluding money, that is unclaimed for 90 days after a resident is released, dies, or escapes, and no person is known to have a legal right to it, is sold or disposed of in the way provided by law for the sale or disposition of state property.

b) The money from the sale minus the costs, are deposited in the resident social welfare fund.

c) Within two years of the sale, the resident or the resident's heirs may file and make proof of ownership to the warden.

d) On receiving satisfactory proof, the warden certifies with the state treasurer the amount received from the sale of the property for payment to the resident or the resident's heirs.

I. Delegations

Residents temporarily leaving the facility may have any property worn or taken with them inventoried on release and return to the facility. Residents may not bring back any additional property without prior authorization.

INTERNAL CONTROLS:

A. Resident's inventoried personal and state-issued property items are recorded on the appropriate forms.

B. A paper file is maintained on each resident

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

REFERENCES: Minn. Stat. §§ 241.09, subd 2 and 242.43
Policy 203.220, "Delegations"
Policy 301.030, "Contraband"
Policy 302.020, "Mail"
Policy 302.250, "Property"
Policy 302.300, "Spiritual Care"
Operating Guideline 302.010RW, "Canteen."
Operating Guideline 303.020RW, "Juvenile Dress/Hygiene/Hair Care"

REPLACES: Policy 302.260, "Juvenile Resident Property,"4/7/20.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Resident Initial State Issue Record (302.260B)
Resident Property Exchange (302.260C)
Juvenile Allowable Property List (302.260D)
Notice of Non-Delivery of Mail/Package (302.020A)
Voucher/Special Order Form (302.250G)
Property Disposition Record (302.250H)

APPROVALS:
Commissioner of Corrections