


Chapter:	Admitting and Discharge	Classification:	Public Document
Subject:	Young Person's Personal Property		
For:	Youth Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 It is the policy of Correctional Services to process personal property of individuals upon their admission to and discharge from the Nova Scotia Youth Centre (NSYC) in an orderly manner ensuring the continued security of the facility.


2. Authority

- 2.1 The authority to process personal property is derived from Section 49(b) of the *Correctional Services Act* and Sections 46 and 111 of the *Correctional Services Regulations*.

3. Personal Property

- 3.1 Upon admission of an individual, all personal effects will be
- 3.1.1 thoroughly searched
 - 3.1.2 identified as requiring storage or as unit personal property to be issued to the individual
 - 3.1.3 accurately itemized, properly described and recorded in JEIN
- 3.2 Rings, jewellery, and other valuables will be described by the colour of the metal, e.g., yellow-coloured or gold-coloured rather than gold, the colour of the stone, e.g., clear stone rather than diamond, and by other identification available. Watches will be described by the colour of the metal, trade name and serial number. Any observed damage or markings will be described.
- 3.3 Clothing and shoes will be described in detail, e.g., leather-like or vinyl rather than leather. Pants, jeans, jackets, and shoes should include brand name where known, e.g., Columbia jacket, Levi jeans, New Balance low-rise sneakers.
- 3.4 All property will be laundered in the individual's assigned unit prior to being issued to the individual or placed in storage.

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- 3.5 The clothing of all individuals admitted to the NSYC will be examined for infestation or soiled state and
 - 3.5.1 disinfected and cleaned or
 - 3.5.2 destroyed with the individual's consent.
- 3.6 The Officer in Charge (OIC) may approve the destruction of an individual's clothing without their permission that is infested or soiled and is considered biohazardous in consultation with health care in accordance with biohazardous guidelines.
- 3.7 In cases where it is necessary to destroy an individual's property
 - 3.7.1 an Information Report will be completed and submitted to the Youth Custody Manager outlining reasons for the destruction
 - 3.7.2 a copy of the report will be uploaded to the documents tab of the individual's JEIN file
 - 3.7.3 the individual will be advised of the action taken as soon as practical


4. Storage Personal Property

- 4.1 Personal property identified as storage will be
 - 4.1.1 accurately itemized and described in JEIN under Custody Term Management
 - 4.1.2 placed in a facility property bag, suitcase, or duffle bag
 - 4.1.3 labelled with the individual's full name and number of storage bags, e.g., 1 of 2, 2 of 2
 - 4.1.4 secured in the personal property storage area of the facility
 - 4.1.5 confirmed as listed by the individual

5. Secure Property

- 5.1 Personal property that is considered valuable or prohibited will be
 - 5.1.1 placed in a transparent bag, sealed, and clearly labelled
 - 5.1.2 stored in safe located in the OIC office
 - 5.1.3 location noted on storage property in JEIN

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- 5.2 Personal property requiring secure storage include
 - 5.2.1 tools
 - 5.2.2 keys
 - 5.2.3 jewellery
 - 5.2.4 cell phones
 - 5.2.5 wallets and contents
 - 5.2.6 credit cards
 - 5.2.7 identification
 - 5.2.8 inappropriate papers/reading material
 - 5.2.9 belts

6. Medication

- 6.1 All medication will be
 - 6.1.1 documented on the storage personal in JEIN
 - 6.1.2 forwarded to health care for storage
- 6.2 In the absence of health care, medication will be stored in the OIC safe until retrieved by Health Care.


7. Contraband

- 7.1 Items in the offender's possession which have been designated as contraband will be secured in accordance with Policy and Procedures, Subject No.39.06.00, [Contraband](#).

8. Unit Personal Property

- 8.1 Individuals may have the following items issued as unit personal property
 - 8.1.1 five (5) pair in total of pants and/or shorts
 - 8.1.2 five (5) in total of shirts/sweater/t-shirts
 - 8.1.3 five (5) pair of underwear
 - 8.1.4 three (3) wireless bras, females
 - 8.1.5 five (5) pair of socks
 - 8.1.6 three (3) pair in total sneakers/boots/sandals
 - 8.1.7 one (1) jacket
 - 8.1.8 one (1) hat or toque

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- 8.1.9 one (1) ring
- 8.1.10 two (2) studded earrings, females only
- 8.1.11 four (4) batteries
- 8.1.12 legal papers
- 8.1.13 fifteen (15) photographs
- 8.1.14 ten (10) personal letters
- 8.1.15 additional items required for programming, religious or medical purposes as authorized by the Youth Custody Manager or delegate
- 8.1.16 ear and other similar body rings if soldered and cannot be removed

8.2 The individual will sign a waiver absolving the facility any responsibility for lost or damaged items. Upon application by the individual, the Youth Custody Manager may consider replacing the lost or destroyed item.

8.3 Facility clothing will be issued by the assigned unit to individuals requiring clothing supplements up to a maximum of five (5) sets.

8.4 Facility clothing issue will be recorded on the individual's JEIN Unit Property.

9. Maintenance of Personal Property

9.1 All personal property received following the admission of an individual will be processed in accordance with Section 3.1 of this policy.

9.2 The storage and personal property will be updated in JEIN and accurately reflect a record of the individual's property

9.2.1 received after admission


9.2.2 removed from the facility, e.g., sent home with parents following a visit

9.2.3 released to the sheriff upon transfer

9.2.4 removed from the individual's unit personal property and sent to storage


9.2.5 retrieved from individual's storage personal property and added to the individual's unit personal property

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- 9.3 No item of an individual's personal property will be removed from the facility without the written consent of the individual or an appropriate court order.
- 9.4 The designated youth worker will
 - 9.4.1 have the individual sign and the youth worker witness a copy of the unit and storage property JEIN printout to verify all property upon admission and discharge
 - 9.4.2 ensure the signed copy is uploaded to the JEIN file under custody documents
- 9.5 When an individual is released on conditional release or to court on a "will return order", the personal property accompanying the Young Person (YP) will be recorded on an information report by a youth worker in the YP's assigned unit prior to discharge, and the information report forwarded to the discharging youth worker.
- 9.6 When an individual is re-admitted following a release identified in Section 9.5, the admitting youth worker will
 - 9.6.1 check personal property returning with the individual against the personal property documentation recorded prior to release
 - 9.6.2 report any discrepancies to the OIC
 - 9.6.3 search and record in JEIN under custody term management and on an information report any additional property returning with the individual
 - 9.6.4 forward the information report and approved unit personal property to the unit for issue
- 9.7 The youth worker receiving personal property delivered to the facility for an individual will
 - 9.7.1 process the property in accordance with Section 9.1 and 9.2
 - 9.7.2 issue a receipt to the person delivering the property, e.g., visitor during a visit with the individual, parent returning an individual following a conditional release
 - 9.7.3 return inappropriate items, where possible, to the deliverer or store them in accordance with Section 5 of this policy

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9.8 When an individual requests to donate an item to another individual an Information Report will be

- 9.8.1 completed
- 9.8.2 signed by both the assigned youth worker and the individual
- 9.8.3 submitted to the OIC, outlining reasons for the donation

9.9 Upon approval by the OIC

- 9.9.1 the property will be
 - 9.9.1.1 deleted from the donating YP's Unit/Storage Property in JEIN
 - 9.9.1.2 added to the receiving YP's Unit/Storage Property in JEIN
- 9.9.2 the original request will be uploaded to the individuals JEIN file under custody documents

10. Money

10.1 The individual will be given a receipt for their monies, and the monies will be deposited in a trust account in the individual's name.

10.2 Where depositing money in a trust account is not operationally feasible, e.g., weekend remand, money is to be secured in the OIC safe designated for this purpose.

11. Amenities


11.1 Individuals admitted to a youth facility will be issued necessary toiletry items as identified in the NSYC Handbook.

12. Clothing at Discharge

12.1 Prior to the individual's discharge, all unit and storage property will be processed by the unit youth worker as follows

- 12.1.1 searched
- 12.1.2 confirmed with the personal property in JEIN
- 12.1.3 bagged and labelled
- 12.1.4 stored in accordance with local SOP pending discharge

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- 12.2 The discharging youth worker will ensure the following forms are signed by the individual and youth worker prior to discharge
 - 12.2.1 personal Property printout from JEIN
 - 12.2.2 individual's Trust account

- 12.3 The discharging youth worker will record personal property and money on a live body form when the individual is being discharged to the sheriff for transport.

- 12.4 The individual will return the full clothing issue, except underwear, bras, and socks, upon release from the facility. The individual may be personally responsible for any loss or damage to the issued facility clothing. Payment may be required for any lost or damaged clothing.


- 12.5 Where the individual's clothing is inadequate, unfit to wear, has been destroyed upon admission, or is required by the police or the court, the facility will supply the individual with one full set of clothing prior to discharge.

13. Discharge Medication

- 13.1 Medication will be placed in a sealed envelope by health care staff or, in their absence, designated staff and:
 - 13.1.1 delivered to the discharging youth worker, or
 - 13.1.2 secured in a location as identified in local SOP and accessed by the OIC.

- 13.2 The releasing youth worker will
 - 13.2.1 record the sealed bag of medication on the live body form when the individual is being discharged to the sheriff for transport
 - 13.2.2 give to the sheriff for issue according to their policy and procedures
 - 13.2.3 when the individual is being discharged, give the individual the sealed envelope prior to the individual leaving the facility in the presence of another youth worker
 - 13.2.4 have the individual sign for receipt of the medication

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- 13.3 Medication not given to an individual will be
- 13.3.1 collected from the discharging youth worker by health care staff
 - 13.3.2 secured in health care or secured in a location as identified in local SOP by the OIC
- 13.4 Where an individual chooses to be discharged without their medication returned or issued by health care, the
- 13.4.1 medication will be collected from the admission officer by health care staff or secured in health care by the OIC
 - 13.4.2 releasing youth worker will submit a report regarding the release of the individual without medication
 - 13.4.3 report will be forwarded to health care and a copy uploaded to the individual's JEIN file under custody documents

14. Standard Operating Procedures

- 14.1 The Youth Custody Manager will establish such local Standard Operating Procedures (SOP) as may be required to ensure all individual s property, including the property of individuals on conditional release from the correctional facility on a temporary absence, reintegration leave, day parole, is processed in accordance with this Policy and Procedure and Subject Nos.
- 14.1.1 39.00.00, [Searches – General Requirements](#)
 - 14.1.2 39.01.00, [Person Searches](#)
 - 14.1.3 39.02.00, [Admission and Discharge Searches](#)
 - 14.1.4 39.04.00, [Searches of the Facility and Perimeter](#)

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