

## ADMINISTRATIVE POLICY

### 1 Theft/Loss Policy

- 1.1 OPTIONS will make every reasonable effort to safeguard each person's property.
  - 1.1.1 An Orientation on mandated abuse reporting, including fiscal abuse, will be held for all employees during the New Employee Orientation (NEO).
  - 1.1.2 Persons served in residential programs will be able to lock their bedroom doors and have a key that only staff have access to.
  - 1.1.3 Persons served will be encouraged to leave valuables at their home when going to work, to a day program or out in the community.
  - 1.1.4 Persons served will be encouraged not to lend or borrow personal possessions and will be reminded to do so at their own risk. OPTIONS will not be responsible for lost or broken personal property.
  - 1.1.5 Annual rights and responsibilities will be reviewed with each person served on an annual basis.
- 1.2 Any lost or stolen articles will be recorded in the ID notes and staff will complete an Unusual Incident Report. Documentation will include, but not be limited to:
  - 1.2.1 description of missing article
  - 1.2.2 estimated value
  - 1.2.3 date and time the theft/loss was discovered
  - 1.2.4 date and time the theft/loss occurred, if determinable
  - 1.2.5 action taken
- 1.3 OPTIONS will provide a personal property inventory list to each person served at residential service sites. That document will be retained in the person's record, updated on an annual basis and signed by the person or his/her conservator or responsible party if applicable upon the admission/discharge to/from OPTIONS. All persons receiving support in other departments such as Community Integration Services, Supported/

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Independent Living, TBI, Supported Employment or Vocational Services are responsible for their own personal belongings on a day-to-day basis, since these programs are community-based and provide no lockers or other means of safekeeping of possessions.

- 1.4 Individual service sites will not be liable for items for which there have been no requests for inclusion on the inventory list, or for any items that have been removed from the inventory list.
  - 1.5 Each service site will, when appropriate or requested, mark valuable items such as dentures, eyeglasses, hearing aids, prosthetic devices, radios, and televisions.
  - 1.6 Upon request of the person served at a residential site, a secure area for safekeeping personal property such as a bedside drawer, cabinet or a lock box will be provided for the person's personal use.
  - 1.7 If a bedside drawer or cabinet is locked, the Program Manager/Supervisor will have access to the locked area.
  - 1.8 Any missing or stolen property valued at \$100 or more (not replacement value) will be reported to the local law enforcement agency as soon as it is reported missing.
  - 1.9 Copies of Unusual Incident Reports will be maintained in active files for twelve months and will be made available to the licensing agencies, funding/referral agencies and law enforcement agencies upon request.
  - 1.10 Safeguards for personal belongings will be reviewed during quarterly Human Rights Committee meetings.
- 2 Theft/Loss/Waste/Fraud Reporting Procedure
- 2.1 Reporting Hierarchy
    - 2.1.1 Community Support Specialists will report to the Program Supervisor/Manager and will complete an Unusual Incident Report.
    - 2.1.2 The Program Manager will arrange a search for the missing item(s) or investigation of alleged intentional theft, waste or fraud.
    - 2.1.3 The Program Manager will notify the Chief Executive Officer if the missing item is not found or if the investigation validates intentional

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theft, waste, or fraud.

2.1.4 No reprisal will be taken against the reporting party.

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