

ADMINISTRATIVE POLICY

1 Theft/Loss Policy

- 1.1 OPTIONS will make every reasonable effort to safeguard each person's property.
- 1.2 OPTIONS will be presumed to have made reasonable efforts to safeguard a person's property if it can present evidence of:
 - 1.2.1 having a policy on theft/loss and investigative actions available
 - 1.2.2 orientation to theft/loss policies and procedures for all employees during the New Employee Orientation
 - 1.2.3 in-service training for all relevant personnel based on the investigation of a theft and/or loss in OPTIONS programs.
 - 1.2.4 documentation of lost or stolen property with a value of \$25 or more
- 1.3 The Residential Programs will document any lost or stolen articles in the ID notes and will complete an Unusual Incident Report. Documentation will include, but not be limited to:
 - 1.3.1 description of article/money
 - 1.3.2 estimated value
 - 1.3.3 date and time the theft/loss was discovered
 - 1.3.4 date and time the theft/loss occurred, if determinable
 - 1.3.5 action taken
- 1.4 OPTIONS will provide an inventory list to each supported person served in residential services. That document will be retained in the person's record, updated during the person's placement, and signed by the supported person or his/her conservator, responsible party, and/or designated family member upon the admission/discharge to/from OPTIONS Residential Programs. All Community Integration Services and Supported Employment persons 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.

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- 1.5 Individual programs 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 deleted from the inventory list.
 - 1.6 Each program will, when appropriate or requested, mark valuable items such as dentures, eyeglasses, hearing aids, prosthetic devices, radios, and televisions. These items will be marked with either an indelible pen, engraver, or label maker.
 - 1.7 Upon request of the supported person, each program will maintain a secure area for safekeeping personal property and/or a lock for the person's bedside drawer or cabinet, at the expense of the supported person, the persons family, or authorized representative.
 - 1.8 If a bedside drawer or cabinet is locked, the Program Manager/Supervisor will have access to the locked area.
 - 1.9 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.
 - 1.10 Copies of Unusual Incident Reports will be maintained in active files for twelve months and will be made available to the Department of Health Services, funding/referral agencies and law enforcement agencies upon request.
 - 1.11 Residential Programs will review and document efforts to control theft or loss at least four times each year. Documentation will include:
 - 1.11.1 review of theft/loss documentation and investigative procedures
 - 1.11.2 results of investigation by the Chief Executive Officer
 - 1.12 These reviews will be documented in quarterly Human Rights Committee meeting minutes.
- 2 Theft/Loss/Waste/Fraud Reporting Procedure
- 2.1 Reporting Hierarchy
 - 2.1.1 Community Support Specialists will report to the Program Manager and will complete an Unusual Incident Report and make a notation

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in the ID Notes entry.

- 2.1.2 The Program Manager will arrange a search for the missing item or investigation of alleged intentional waste or fraud.
- 2.1.3 The Program Manager will notify the Chief Executive Officer or Chief Operating Officer if the missing item is not found or if the investigation validates intentional waste or fraud.
- 2.1.4 No reprisal will be taken against the reporting party.

POLICY DATE: February 1996
Revised: March 2004
Revised: May 2005
Revised: August 2007
Revised: January 2011