

PROGRAM POLICY - SUPPORTED/INDEPENDENT/TRANSITIONAL LIVING

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- 1 OPTIONS' Supported/Independent and Transitional Living Services will make every reasonable effort to safeguard each person's property; however, persons served are responsible for ensuring that their living space is secure, with assistance provided upon request.
- 2 OPTIONS will be presumed to have made reasonable efforts to safeguard a person's property if it can present evidence of:
 - 2.1 Establishment and implementation of policy on theft/loss and investigative procedures (see Administrative Policy No. 200.5.5).
 - 2.2 Documentation of any lost or stolen client property with a value of \$25 or more.
 - 2.3 OPTIONS will document any lost or stolen articles in regular service notation which will include, but no be limited to:
 - 2.3.1 Description of article
 - 2.3.2 Estimated value
 - 2.3.3 Date and time the theft/loss was discovered
 - 2.3.4 Date and time the theft/loss occurred, if determinable
 - 2.3.5 Action taken
 - 2.4 OPTIONS will not be liable for items which have been lost due to neglect or improper security measures.
 - 2.5 OPTIONS will assist a person served in securing a secure area for safekeeping property and money upon request. Such measures may include but are not limited to the following:
 - 2.5.1 Working with a person's landlord to obtain a secured space
 - 2.5.2 Locating and renting a secure storage unit
 - 2.5.3 Helping the person purchase a safe or locked box

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- 2.5.4 Helping make arrangements to install a lock for a beside drawer or cabinet at the expense of the person, person's family, or authorized representative.
 - 2.5.5 Working with a landlord to install a lock on a bedroom door
 - 2.5.6 Assisting the person in opening a checking or savings account
 - 2.5.7 Working with the Regional Center for a change in payee such as TMS
 - 2.6 The theft or loss of any 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.
- 3 Procedure for Reporting Lost or Stolen Property
- 3.1 Employees will report the theft/loss to the Supported/Independent or Transitional Living Services Supervisor/Manager.
 - 3.2 The Program Supervisor/Manager will authorize a search for the missing item(s).
 - 3.3 The employee who initially receives the reported theft/loss will log the incident and description of the missing item(s) in an incident report.
 - 3.4 The Program Supervisor/Manager will document the results of the search and/or resolution of the incident.

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