



## Policy and Procedure # 530

### Protection and inventories of Client Personal Possessions

Approval: \_\_\_\_\_ Effective Date: \_\_\_\_\_

#### POLICY:

Client property shall be protected from loss, theft or damage. Move in and regular on-going inventories shall be conducted. All inventory entries and deletions shall be made in ink and written accurately and legibly.

REFERENCE: WAC 388-101-3820 through 3830

#### PROCEDURE:

1. During the process of a new client arriving at EFI, employees shall:
  - a. Conduct a comprehensive and accurate inventory of all items valued at more than \$25.00 belonging to the client.
  - b. Record serial numbers when they are present on the item.
  - c. Write the client's name on items when the item does not have a serial number.
    - i. The name shall be written in permanent marker in an inconspicuous place.
  - d. Enter a detailed description of each item.
  - e. The staff making the entries will sign the record.
2. Changes, purchases and disposal of client property valued at over \$75 shall be recorded by:
  - a. Entering the date of purchase and an accurate description.
  - b. Entering the date of removal of the item, the reason for removal and its destination.
  - c. Legibly signing all changes by the employee that assisted.
3. Property records will be updated as possessions of \$75.00 are purchased or if items inventoried are disposed of. Records will be reprinted annually.
4. Property records will be maintained in the client's file at the Kimbel Building.
5. An annual inventory will be conducted by the end of the calendar year.
  - a. A new property record will be created.
  - b. The old property record will be archived in the Kimbel Building.



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6. Upon discovery that an item is missing employees will conduct a thorough search of the residence. Staff will respect other client's rooms and ask permission before searching them.
  - a. If the item is found during a search and found in good condition, it will be returned to the client.
  - b. If the item is found in another client's possession, the possessor will be counseled by the supervisor or Residential Director.
7. Upon discovery that an item is damaged, employees will investigate the source of the damage.
8. If the item is not located or if damage is determined to be not the client's fault the following actions should be taken within 24 hours of the discovery:
  - a. An investigation will be conducted.
  - b. An incident report will be completed.
  - c. Guardians or parents and Case Managers will be notified.
  - d. Report to local law enforcement and the CRU if theft is suspected.
  - e. If the item is lost or damaged by EFI staff, the item will be replaced at EFI cost.