

Policy & Procedure Manual

**DAMAGE/THEFT OF OPTIONS/CONSUMER'S
PROPERTY – HR-III-28**

POLICY:

Equipment, furnishings and supplies belonging to OPTIONS and to consumers must be treated with the utmost care and respect. Inventory lists of Agency property shall be maintained as per Finance Policy FD-VIII-8. Support staff shall ensure consumers receive a full explanation regarding personal purchases and their right of ownership. Staff will ensure that each consumer has a list of all valuables.

Damage or theft of Agency and/or Consumer property is considered a serious offence and constitutes grounds for dismissal.

PURPOSE:

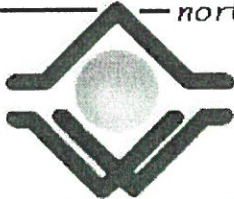
1. To ensure that staff are aware of the expectations for Agency/Consumer property.
2. To ensure that employees are aware of the consequences of theft or damage of Agency/Consumer property.

Definition:

Theft is the act or an instance of stealing; larceny theft is the general term and larceny the legal term for the unlawful or felonious taking away of another's property without his/her consent and with the intention of depriving him/her of it.

PROCEDURE:

1. Upon discovering that Agency or Consumer property is damaged or missing, the staff member must immediately notify the Supervisor/designate and complete an Incident Report as per policy AD-I-6, and present it to his/her Supervisor.
2. The Supervisor shall review the report and clarify any incomplete or unanswered information with the staff who completed the report. An investigation with the staff working in the area must be completed within 5 working days of the report being received. The investigation should include a search for the missing property, individual interviews and a documented report of the same.



PROCEDURE (continued):

3. The Supervisor will then make a recommendation from her investigation findings to her Director.
4. The Director, in consultation with the Executive Director, and other Management Staff, as may be required, will determine if the police should be contacted to report a theft/damage to property as well as determine if further investigation is required.
5. An employee who has been found guilty of theft will be subject to disciplinary action, up to and including termination of employment. Unionized employees will be advised of their right to have a union representative present.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

CONTRIBUTING FACTORS:

RECOMMENDATIONS FOR PREVENTION:

SUPERVISOR'S FOLLOW-UP: ADDITIONAL REPORT ATTACHED: YES NO

SERIOUS OCCURRENCE REPORT COMPLETED YES NO

TOTAL ATTACHMENTS: _____

SUPERVISOR'S SIGNATURE

DATE

DIRECTOR'S REVIEW

DIRECTOR

DATE

EXECUTIVE DIRECTOR'S REVIEW

EXECUTIVE DIRECTOR

DATE

UPDATES:

OPTIONS northwest
INCIDENT REPORT

POLICY: HR-III-28
APPENDIX A

WORK LOCATION: _____

TYPE OF INCIDENT (check all that apply)		
<input type="checkbox"/> DEATH of RECIPIENT	<input type="checkbox"/> INJURY	<input type="checkbox"/> HOSPITALIZATION
<input type="checkbox"/> MISSING RECIPIENT	<input type="checkbox"/> PRN ADMINISTRATION	<input type="checkbox"/> BEHAVIOUR
<input type="checkbox"/> SUSPECTED ABUSE	<input type="checkbox"/> MED ERROR	<input type="checkbox"/> USE OF RESTRAINT – PHYSICAL
<input type="checkbox"/> OTHER		<input type="checkbox"/> USE OF RESTRAINT – MECHANICAL

DATE & TIME OF INCIDENT: _____

NOTIFICATION PROVIDED TO:

_____	DATE & TIME	_____
_____	DATE & TIME	_____
_____	DATE & TIME	_____
_____	DATE & TIME	_____

RECIPIENTS INVOLVED: _____

OTHERS INVOLVED: (include witnesses) _____

DESCRIPTION OF INCIDENT: _____

ADDITIONAL REPORT ATTACHED: YES NO

FOR BEHAVIOURAL INCIDENT IS BEHAVIOUR SUPPORT PLAN IN PLACE? YES NO NA

ACTION TAKEN AND RESULTS:

DETAILS OF INCIDENT DOCUMENTED IN CASEBOOK

YES N/A

REPORTER PRINT AND SIGN _____

DATE & TIME _____