



Authority:

**PURPOSE:**

Provides a safe place for each resident to store their valuables.

**SCOPE:**

All residents.

**POLICY:**

This facility honors residents' rights to maintain valuables on the premises and strives to safeguard those valuables.

**PROCEDURE:**

1. Upon admission, all residents and their families are encouraged to keep valuables (jewelry, money, antiques, heirlooms, etc.) at home or other location, as a resident's apartment may have many visitors throughout the day and night.
2. Those residents who choose to keep valuables in their rooms are encouraged to lock their apartments when leaving, and to store their valuables in a locked compartment (provided upon request) whenever not in use.
3. Staff is trained upon hire and annually on mandatory reporting, and a detailed discussion on theft is included in this training. Theft of resident property is not tolerated and immediate action will take place in case of allegations theft.
4. Thorough investigations are implemented following the facility's policy on incident investigation upon accusation of property theft.



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TITLE:

STORAGE OF RESIDENT VALUABLES

I POLICY 25.01

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**EXCEPTIONS:**

No exceptions to this policy may be granted without the prior written approval of the Director.

**SUPERCEDES:**

None

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**SAFEKEEPING OF VALUABLES**

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It is a policy of this facility that all residents be provided a safe box for their valuables.

The family or legal guardian will be informed upon admission, and the resident may choose to give an access key to their family or legal guardian.

The box will remain at the facility when the resident is being discharged or the resident may choose to purchase the box.

\_\_\_\_\_  
Resident/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Representative

\_\_\_\_\_  
Date