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|  LOST OR MISSING ITEMS | NO. 670 |
| POLICY: It is the policy of this facility that it will make reasonable efforts to locate lost or missing items of our residents.PROCEDURE:1. When a resident is missing an item or it has been lost or broken by staff, the staff member who gets the information will fill out a grievance form for the resident.
2. This grievance form will be given to the administrator to start proceedings to look for the item.
3. The Social Service Department will distribute a memo to departments on the missing item. They will conduct an investigation concerning complaints about lost, stolen, or broken item.
4. Social Services will report the results of the investigation to the resident, Administrator and the results will be logged in the Grievance Book.
5. The facility will replace items that are lost or broken by staff. It will replace lost clothing items.
6. The facility will strongly recommend that residents do not keep valuables in the facility. It further encourages residents not to keep large amounts of cash or jewelry in their rooms.
7. If the facility perceives a problem with continued loss of items on the same resident further investigation will occur. A decision of replacement will be made pending outcome of the investigation.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |