




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

| | |
|---|---|
| Policy # 8136 | Behavioral Health Crisis Center (BHCC) Safekeeping of Client Valuables |
| Origination Date: March 31, 1998 | |
| Revision Date: November 1, 2001; June 2004; April 2, 2009; May 28, 2010, September 23, 2012, March 27, 2013, December 11, 2015 | |
| Reviewed Date: February 2006; May 10, 2007; May 14, 2008, December 16, 2016 | |
| Approved:  | |
| Bryan G. Stephens, Interim Executive Director | |

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Services Board BHCC to provide a means for securing client's belongings.

PROCEDURE:

1. Valuables are defined as jewelry, money, personal papers, checkbooks, credit cards or other financial documents, keys, driver's license and any article which, if missing, would cause distress and/or hardship.
2. Each client will be asked on admission if he/she is in possession of any valuable items. The client will be asked to send any such items home with family, when possible.
3. Staff will encourage the client to keep no more than \$5.00 cash in his/her possession.
4. Staff will advise clients that "valuable" items can be kept in the unit safe and that the agency cannot be held responsible for the loss of any items the client chooses to keep.
5. An envelope, used to hold items the client chooses to deposit in the safe, should be prepared as follows:
 - a. Name and date are written on top of envelope.
 - b. Each item is listed and described.
 Example: 1 – gold colored watch
 1 – check book (checks # 2531-2550)
 1 – set of keys (6 keys)
 - c. Two (2) staff members and the client sign to verify the contents. These contents are listed on the "Waiver of Responsibility for Personal Effects," located in the "legal/financial" section of the paper clinical record.
 - d. The envelope is sealed.
 - e. If the client removes one (1) or more of the items in the envelope and requests the balance of items be returned to the safe, he/she and a staff member must sign and date the envelope, reflecting the change.
 - f. The envelope will be stapled shut and returned to the safe.
 - g. On discharge, the client and staff sign and date at the bottom of the white copy, indicating receipt of all items in the envelope. A note is made in the clinical record (on the waiver) verifying all items listed were returned to the client.
 - h. Cash over a hundred dollars (\$100.00) will be sent to the Administrative Office, 3830 South Cobb Drive, Suite 300, to be held in the agency's bank