

Procedure Title:

MISCELLANEOUS**PROCEDURE NUMBER: 8-8-0**

Policy Title:

PROTECTION OF VALUABLES

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

Keystone's insurance policy does not cover personal losses of its employees. Employees have the responsibility to exercise care in protecting their personal valuables. Keystone will consider requests for reimbursement of personal items that are damaged as a result of client actions. These requests should be directed to your immediate supervisor.

NOTES: