

GLEN-PARK RETIREMENT COMMUNITIES THEFT AND LOSS POLICY

A. THEFT AND LOSS POLICY

At Glen-Park Retirement Communities, the comfort and security of guard is above all priorities. Every reasonable effort shall be made to safeguard residents' property against theft and loss. At least semi-annually, we shall document a review of this policy in view of specific losses and investigations.

B.PROPERTY INVENTORY

An inventory of each resident's personal property shall be established upon admission and retained during residency.

1. Updates are the resident's responsibility and shall be done in ink and witnessed by and the resident.
2. Items subject to frequent from GPW-GPE-SO-LC, such as personal clothing or laundry inventory unless requested by the resident.
3. A copy of the inventory shall be provided to a resident upon request.
4. Upon discharge, a resident's personal effects and valuables shall be inventoried and surrendered to the resident in exchange for signed receipt.
5. In the case of a resident's death:
 - a. The personal effects and valuable of the resident shall be inventoried and surrendered to the resident's responsible party in exchange for a signed receipt.
 - b. Upon determining that is resident has no heirs, or that the heirs are unable or unwilling to claim the property, GPW-GPE-SO-LC will immediately send a written notice to the public administrator of Los Angeles County.
 - c. All the resident's personal property and valuables shall be immediately safeguarded until claimed by the resident's responsible party or the estate's executor or administrator.

C. INVESTIGATIVE PROCEDURES

1. GPW-GPE-SO-LC shall document lost and stolen residents' property with a value of \$25 or more within 72 hours of the loss or theft.
2. The theft of property with a current value of \$10 or more shall be reported to the Police Department.
3. The value of property shall be substantiated by reputable evidence such as purchase receipt.

Resident/ Guardian Signature_____.