

Manual of Administration

TOPIC: Administration	SUBJECT: Unlawful Taking of and/or Abuse of Property	Code: AD200
		Date of Issue: April 1995
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PURPOSE: This policy will clarify the unlawful taking of and/or the deliberate damage to personal property by Avenue II support staff.

THE BOARD AND MANAGEMENT OF AVENUE II CONSIDER ANY ACTION BY STAFF WHICH CAUSE DELIBERATE DAMAGE TO OR THE UNLAWFUL TAKING OF PERSONAL PROPERTY AS AN UNACCEPTABLE STANDARD OF CONDUCT.

PROCEDURE: Once an incident has been reported to a manager by a person, Avenue II support staff, or significant other, the manager will complete the following steps:

ACTION:

1. Encourage the person reporting the incident not to question the staff or individual until management is present.
2. The manager will complete a full investigation and report. A description of the missing article(s) is to be recorded and pictures or a video will be taken in the case of damages.
3. The manager will speak with the individual and the staff working the shift. Incident reports and log sheets will be read to determine if a cause has been noted in writing.
4. The manager will determine who to interview by checking logs and schedules of when the incident occurred.
5. The manager will contact the person's advocate and/or significant other to discuss options.
6. The manager will call the employee in question to inform him or her of the situation and set up a meeting to discuss further.

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SHOULD THE EMPLOYEE ADMIT TO BEING RESPONSIBLE FOR THE DAMAGES OR UNLAWFULLY TAKING PERSONAL PROPERTY FROM THE INDIVIDUAL, THE INDIVIDUAL WILL BE NOTIFIED.

It will be up to the individual as to whether the staff will remain on their team or be rescheduled elsewhere.

- A) The employee will reimburse the individual for damages caused.
- B) The employee will return or replace the personal property.
- C) The employee will be disciplined accordingly.

It is the individual's personal right to have the police conduct a criminal investigation. They can be supported to follow through with this, with the support of their advocate. Avenue II will assist in all criminal investigations as required by the police department.

THE BOARD AND MANAGEMENT OF AVENUE II CONSIDER ANY ACTION BY STAFF WHICH CAUSES DELIBERATE DAMAGE TO OR THE UNLAWFUL TAKING OF AVENUE II PROPERTY AS AN UNACCEPTABLE STANDARD OF CONDUCT, AND THE STAFF WILL BE DISCIPLINED ACCORDINGLY, UP TO IMMEDIATE DISMISAL.