

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Behavioral Health-Halfway House

Policy Number: HHS-BH-HWH 4424

Policy Title: Gifts for Clients

Attachments:

Revision History:

Revised by/Date: Mark Watters, 12/11/2015

Approved by:

Crystal Weckert, Behavioral Health Director

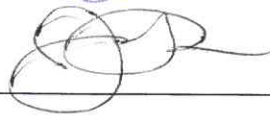


Date:

3/28/17

Approved by:

Jeff Larson, Executive Director of HHS



Date:

4/5/17

POLICY STATEMENT: It is the policy of the Mille Lacs Band Halfway House (HWH) that clients may receive gifts from outside sources during their stay at HWH. Gifts must not pose a hazard to the client, other clients or staff members.

PURPOSE: The purpose of this policy is to expressly allow clients to receive gifts from outside sources while clients at the HWH.

PROCEDURE: Responsibility: HWH Manager/Counselor will inform clients, at admission, of this policy. Clients are responsible for advising their friends and relatives of which gifts are prohibited.

All clients will be advised of this policy and provided a list of items not acceptable, upon admission to the HWH program.

A designated staff member will inspect incoming parcels, any parcel found to contain unacceptable items will be listed on the client's inventory list and placed in lock-up, returned to sender or disposed of.

Internal and/or External References	
Compliance - Posting Date	4/10/2017 (HHA)
Replaces – Policy Number	
Next Review - Due Date	4/5/2020