

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

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**Department:** Substance Use Disorders- Four Winds Lodge      **Policy Number:** HHS-SUD-FW 4708

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**Policy Title:** Client Property Management

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**Attachments:**

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**Revision History:** 06/2017, 1/2018

**Revised by/Date:** Lindsay Misquadace-Berg 7/2021

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**Approved by:**

Lindsay Misquadace-Berg, Four Winds Treatment Director



**Date:**

8/2/2021

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**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**

8-9-2021

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**POLICY STATEMENT:** Except as otherwise noted, clients of the Mille Lacs Band Four Winds Lodge retain the use, responsibility for handling, and availability of personal property and funds.

**PURPOSE:** The purpose of this policy is to ensure, as far as reasonably practicable, the safety and security of inpatient property.

**PROCEDURE:**

- A. A written description of personal funds or property held in trust by the program will immediately be originated, signed and dated by the client and staff member receiving the property and on file in the client's medical record. All personal property that will be held will be searched and inventoried upon admission, ongoing during treatment, and upon discharge, as warranted to ensure only inventoried property is released.
- B. Clients may retain use of personal property and funds and can expect that any property held in trust will be returned upon service termination except:
  - 1. Illegal drugs, drug paraphernalia and drug containers that must be destroyed by staff or given over to the custody of a local law enforcement agency;
  - 2. Weapons, explosives, and other property that can cause serious harm to self or others must be given over to the custody of a local law enforcement agency, and the client must be notified of the transfer and of the right to reclaim any lawful property transferred;
  - 3. Medications determined to be harmful by an LIP after examining the client except when approved for continued use by the client's personal LIP.
  - 4. Other contraband.
- C. Clients are informed that the program is not responsible for the safety of personal property when it is in the client's possession and are strongly encouraged to send valuables and large amounts of money home.
- D. Under no circumstances can staff:
  - 1. Borrow money from a client.

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2. Purchase personal items from a client.
3. Sell merchandise or personal services to a client.
4. Use client funds to purchase items for which the program is already receiving public or private payments.
5. Require a client to purchase items for which the program is already receiving public or private payment.

E. Whenever the program retains client property, the program will:

1. Immediately document the receipt and disbursement of the property on a form that includes the signature of the client, guardian, conservator or payee.
2. Subject to restrictions in the treatment plan, return to the client, upon the client's request, property being kept by the program as soon as possible after the date of the request.

F. Property may be confiscated when such property is used in violation of program rules and/or infringes on the rights of others. Confiscated property shall be returned to the client upon team decision or service termination, whichever comes first.

G. Regardless of service termination status, all property held in trust is to be returned to the client at the time of service termination except the items listed in part B. above.

1. If a client who received residential services does not immediately take possession of stored property at the time of service termination and does not inform staff of his or her intentions regarding the stored property, any personal property left with the program must be retained for a minimum of thirty (30) days.
2. If, at the time of discharge, the client informs staff that s/he wants the stored property returned but does not take immediate possession of the property upon service termination, the property must be retained for a minimum of thirty (30) days.
3. If the client dies, is unable to be located, or elopes and leaves personal property, excluding money, in the custody of the program, and the client has not designated a person entitled to the property, the personal property will be held for a period of (30) days.
4. If money is left behind, it must be kept for 5 (five) years as specified in MN Statute 246.16.
5. Final disposition of all property held in trust is documented in the medical record.
6. If a client identifies someone else to pick up their personal property, regardless of type of discharge status, a signed letter or verbal consent from the client must be submitted to the program identifying who is authorized to receive the property. Staff will verify identity, have person sign the Personal Property Inventory sheet, and property will be released to them. An entry will be made in the medical record.

<b>Internal and/or External References</b>	Minnesota Statute 246.16 Minnesota Rules 9530.6545
<b>Compliance - Posting Date</b>	8/9/2021 (H)
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	8/2024