

POLICY AND PROCEDURE	
Policy Title: Security Plan – Found Substances Protocol	Program: Project Homekey, Live Oak Apartments
Approved by Name and Title: Megan Van Sant, Sr. Program Manager	Effective Date: October 1, 2022 Reviewed: January 2023

Purpose

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services tailored to the needs of each resident household.

Policy

This policy outlines the procedure for safe handling and disposal of unidentified substances found on site, or for the disposal of prescription drugs of a resident that is no longer living on property.

Procedure

When an unidentified substance is found on site, proper handling is important.

1. Do not touch the unidentified substance with bare hands.
2. Secure the location by calling a second staff person to the location to keep the location secure.
3. Get gloves and a ziplock bag from the top drawer of the filing cabinet in the lobby staff area.
4. If a second staff person is unavailable, perform step three quickly and return to the location.
5. Put on the gloves, place the unidentified substance in the ziplock bag, secure it, and place it in the bottom drawer of the filing cabinet.
6. Remove and dispose of the gloves.
7. Complete the “Found Substance Report” form and attach it to the ziplock bag in the bottom drawer.
8. Lock the bottom drawer of the filing cabinet.
9. Notify the Resident Site Manager and the Program Administrator by email of the incident.

The Resident Site Manager or the Program Administrator photographs the found substance and places it in a Detera bag for disposal, and adds the disposal date/time to the Found Substance Report.

Suspected Illegal Substances

If a suspected illegal substance is found in a resident's apartment, or if security video footage identifies a resident as placing or losing the suspected illegal substance on site, document the violation in accordance with the Resident Program or Lease Agreement Violation Policy.

If the suspected illegal substance is present in a large amount, the substance may be tested, and further action may be taken to determine if violations of Section 6 of the Code of Conduct have occurred.

Prescription Medication

If a resident leaves behind prescription medication and does not retrieve in the time allowed by law, follow these steps:

1. Call a second staff person to act as a witness to the medication disposal process.
2. Get a Detera bag from the top drawer of the filing cabinet in the lobby staff area.
3. Follow the instructions on the Detera bag for disposal of prescription medications.
4. Complete the "Found Substance Report" form and give it to the Resident Site Manager.
5. Notify the Resident Site Manager and the Program Administrator by email of the incident.

Never place medication directly into the trash, always use a Detera bag and follow the instructions on the bag.