

ELDER'S LODGE INVENTORY SEARCH

Adopted Date	February 3 rd , 2026
Revision Date	New Policy
Revision #	



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Policy

The Elder's Lodge is committed to providing a safe and supportive living environment for all residents as members of our community. Considering this commitment, the Lodge will require all new admission to take part in an inventory cataloging of their personal possessions.

Purpose

This policy outlines the protocol for inventory search of personal possessions prior to residency at the Elder's Lodge. The purpose of an inventory search is to document and photograph all valuables to prevent loss, damage, or theft, while also ensuring the safety, health, and well-being of all residents and staff within the facility. The policy applies to all applicants prior to admission.

Scope

This policy applies to all individuals seeking residency at the Elder's Lodge upon admission, as well as all staff who participate in the inventory process.

Definitions

"applicant" means an individual seeking residency at the Elder's Lodge.

"Inventory Search" means, a process in which personal property is examined, listed, and documented (for example, by photographs) to account for items and ensure they are safeguarded.

"Operator" means, in relation to the Elder's Lodge, a person who owns or controls the business of operating the Lodge.

Responsibilities

The operator is responsible for ensuring consistent staff compliance with this policy. An inventory search shall be conducted for all admissions, and designated staff shall ensure its completion.

Processes/Information

1. **Notification and Consent:**

- a. Applicants will be informed of this policy during the pre-screening process.



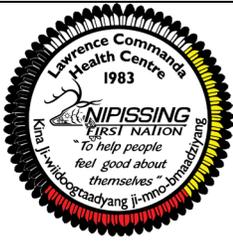
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- b. It will be clearly explained that the inventory is necessary to ensure items of value are appropriately catalogued, that staff are aware of their existence, and that staff can assist in safeguarding the items if necessary
- c. If the applicant refuses consent, the designated staff will document the refusal and will inform the applicant that the admission process has been halted. Admission will not be granted until the search has been consented to and conducted.
- d. Staff will immediately notify the director of health services, who will draft a hold/refusal of admission letter with justification and inform the CEO of the decision.

2. Conducting the Search:

- a. Searches will be conducted in a respectful and dignified manner, ensuring the privacy of the applicant.
- b. Whenever possible, the search should be conducted by the applicant and will include a minimum of two staff, of which one will be a senior ranking member with one of the following positions: RPN, RN, supervisor, manager, or director of health services, to ensure transparency and accountability.
- c. Inventory Searches will be conducted into all baggage entering the lodge.
- d. Staff will wear appropriate PPE during the search and will exercise appropriate caution as per sharps and drug handling training. Concerns for personal safety are to be reported immediately to the senior ranking staff member for further instruction.
- e. Any items of value will be catalogued with a brief description of the item, estimated value, and the applicant intents to store the item. Large amounts of cash will be reported to the senior ranking member as described in paragraph a senior ranking member with one of the following positions: RPN, RN, supervisor, manager, or director of health services.
- f. Any item deemed unsafe such as items considered illegal to possess (e.g. switch blades, brass knuckles), drug paraphernalia, edged weapons (i.e. knives, swords, straight blade razors), barreled weapons, flammable products (lighter fluid) must be surrendered by the applicant. If the applicant refuses, staff will immediately notify the Director of Health Services shall draft a hold or refusal-of-admission letter with justification and inform the CEO of the decision.



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- g. If prohibited items, including illicit drugs or firearms, are discovered, the inventory process shall immediately cease, and law enforcement and the Director of Health Services shall be notified. The Director of Health Services, who will draft a hold or refusal-of-admission letter with justification and inform the CEO of the decision.
- h. Body searches are not included in an inventory search. If staff believe an applicant might be hiding dangerous or illegal items, they must immediately report their concerns to a senior staff member, such as an RPN, RN, Supervisor, Manager, or Director of Health Services.

4. Confidentiality:

- a. All information gathered through the inventory search will be handled with confidentiality and respect for the individual's privacy.

5. Consequences of Violations:

- a. If prohibited substances are found, the Elder's Lodge reserves the right to take appropriate action, which may include denial of residency or referral to appropriate services.

6. Acknowledgment:

- a. All prospective applicants and their families are required to acknowledge understanding of this policy as part of the admission process.