


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Residential
Standard Title	Use of Safes
Regulations	
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Approved by: Paula Jubic, Executive Director	

Standard:

Catholic Charities Disabilities Services has a regulatory responsibility to maintain security for the personal monies that we hold for the individuals we support. Further, the residential department also has a responsibility to keep agency issued credit cards, cash and other cash-like instruments secure.

Procedure:

1. Each residence shall maintain a safe. Some IRAs have a combination code while others have locks.
2. Access to a residential safe is limited to the following staff: Shift Supervisor, Site Supervisor, Program Manager, Regional Program Manager, and Director of Residential Services. Only these staff will have access to the safe.
3. Only the Executive Director or designee and the Director(s) of Residential Services will have possession of the master code and the current codes for all residential sites that have coded safes. If access to a safe is problematic, it will be the responsibility of the residential director or designee to resolve the problem.
4. Smaller safes will be available in programs for all staff to have access to when there is no manager on site.