

TEXAS CIVIL COMMITMENT OFFICE



POLICY AND PROCEDURE

NUMBER: 3.27
EFFECTIVE DATE: 11/29/2018
SUPERCEDES: 3/13/2017

SUBJECT: THE EXCHANGE OF ITEMS BETWEEN CLIENTS

PURPOSE: This policy outlines the restrictions on the exchange of items or gifts between Texas Civil Commitment Office (TCCO) clients

DEFINITIONS:

“**Exchange**” is the transfer of any tangible item, cash or cash equivalent, or service.

“**Food item**” is any food that has been prepared for consumption or available for purchase.

“**Currency**” means cash or any other negotiable instrument, including gift cards.

PROCEDURES:

I. Restrictions on the Exchange of Items Between Clients

Unless explicitly permitted by an exception listed below, TCCO clients are not permitted to exchange items with another TCCO client. This includes, but is not limited to, exchanging items as gifts, the exchange of currency, the purchase of items using currency, the trading of items, the promise of purchasing an item with currency, the promise of an item as a gift, the promise to trade an item, allowing another client to use a client’s Personal Identification Number (PIN) to obtain items or make telephone calls, or arranging for a third party to provide an item in any manner to a TCCO client.

II. Exceptions

A. TCCO clients may share food condiments (e.g., salt, pepper, seasoning, mustard, ketchup, etc.) and meals that they equally contribute food items to and prepare together (e.g., spreads, pot luck, etc.), but are not authorized to buy groceries for other clients to store and use as if their own.

- B. TCCO clients may share items if used together such as board games, watching DVD's or playing video games., The client using the item with the owner is not authorized to store and use the item as if the client's own.
- C. Permanent exchange of trivial items (e.g., used books, used clothing & shoes, used DVD's, etc.) with a fair market value of under \$25.00 requires the Facility Administrator's or designee's authorization and written approval. Written approval shall be obtained by the client submitting a communication form to the Facility Administrator or designee prior to the transfer. The Facility Administrator or designee shall provide the written approval to the Case Manager within five (5) working days of approval. A copy of the written approval shall be provided to the Case Manager, who shall scan a copy into the case management automated system within two (2) working days.

III. Revocation or Suspension of the Privilege

If the Case Manager or Facility Administrator or designee have reason to believe a client has abused or violated this policy, the Case Manager or Facility Administrator or designee may revoke or suspend the client's privilege to exchange or share items with other clients. The Case Manager or Facility Administrator or designee shall notify the other via email within 24 hours of the privilege being revoked, if the privilege has been revoked. The Case Manager shall document the reason for the revocation or suspension in the case management automated system and inform the client within two (2) working days by completing a Suspension of Privileges form (TCCO-08-18) and forwarding a copy to facility staff. The Case Manager shall scan a copy, into the case management automated system within two (2) working days from the client's signature.

IV. Clients Living in the Community

Clients living together in a group home setting or in the community may make a written request to the Case Manager to waive this policy. A waiver shall only be granted by TCCO management on a case by case basis. Waivers shall be documented in the case management automated system.

SIGNATURE ON FILE

Marsha McLane
Executive Director