

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-033

SUBJECT: Staff Use of Residential Sites

EFFECTIVE DATE: July 1987

Policy:

Staff will not use Cottonwood, Inc. or consumer residences for personal reasons. Residential sites are the homes of consumers; all furnishings are provided for consumer use. Staff are present to provide services and ensure that consumers are able to enjoy their environment.

Procedures:

1. Residential staff must ask permission each time from the Coordinator before bringing valuable personal items to the residential site. Staff may bring personal items required for overnight shifts.
2. Cottonwood, Inc. is not liable for damages to staff's personal property left on site.
3. Staff must have Coordinator's approval to be at the residential site at times other than their regularly scheduled hours.
4. Staff who abuse this policy will be subject to disciplinary action.