

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICY MANUAL**

**DAMAGED OR STOLEN PERSONAL PROPERTY –  
EMPLOYEES, PATIENTS, VOLUNTEERS**

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<b>Effective Date:</b>	<b>06/1993</b>	<b>Policy No:</b>	<b>AD38</b>
<b>Cross Referenced:</b>	<b>FA12 – Lost &amp; Found</b>	<b>Origin:</b>	<b>Security</b>
<b>Reviewed Date:</b>	<b>12/95, 10/98, 05/02, 9/04, 11/08, 01/11</b>	<b>Authority:</b>	<b>President</b>
<b>Revised Date:</b>		<b>Page:</b>	<b>1 of 1</b>

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**PURPOSE**

To provide a mechanism for reporting damaged or stolen personal effects.

**POLICY**

If an employee, patient or volunteer's personal property is damaged or stolen, they should immediately notify Security. Security will notify Hackettstown police and the immediate supervisor on duty. An incident report must be completed.

Environmental Services should be notified in the event the personal effects were lost (see Lost and Found Articles – Policy No. FA12).