



BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER

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POLICY ON STORAGE OF PERSONAL BELONGINGS

The policy on storing client belongings is as follows:

If a person moves from the upstairs shelter to the downstairs shelter they may only keep what they can store in 2 bins. A staff member should assist them in going through their items to ensure they have not thrown away any valuable papers. We will hold their excess items for no more than 3 days while they find a place off-site to store them.

If a person leaves without notice we will store their personal items for no longer than 7 days. At this time a staff member will go through those items to identify any personal identification or paperwork. Those items can be stored for up to 30 days.

Shelter guests are not permitted to hold items for other guests.

The staff has the right to refuse a guest from bringing anything into the Center they may have concerns about. This is especially true of clothing that has not been laundered or any kinds of items that have been placed in a refuse receptacle.

Anything in the bin room that is not in a bin will be thrown out unless tagged and dated by staff.

All staff are required to follow these rules as written.

The first weekend of every month will be a Center-wide cleanout. There will be an inspection on that Monday following the clean-out. Any items not found in compliance that is on a bed, under the bed that is not shoes or is cluttering the area will be thrown out. There are no exceptions to this rule. This will begin this coming weekend on 10/6.