

**46-OWC-JNB**  
**RETYPE FROM ORIGINAL**

ORDERS FOR WEST COTTAGE

During the absence of a Charge Attendant, the Attendant so designated will be the Acting Charge.

No one is to be accepted as a patient directly or from the Hospital; or by transfer or "On visit", from another grade or building in the institution except on proper order and must be reported to the physician assigned to the building not later than at his next rounds together with the reason for admission.

Patients are to rise at 6:00 A.M. and retire at 9:00 P.M.

Roll call or population check of inmates is to be taken at meal times and bed time and at such other times as necessary. Anyone absent and not accounted for must be reported immediately to the Division Supervisor, and to the Main Office.

Breakfast is to be served at 6:30; dinner at 11:30; and supper at 5:00.

Visiting hours: 9:00 A.M. to 11:00 A.M., and 1:00 to 4:00 P.M. daily. Visitors must be restricted to those presenting a visitor's card issued at the Main Office on the day of the visit. In case of visits by physicians or attorneys engaged to see a patient professionally, necessary privacy must be provided to serve the purpose of the visit.

Work assignments to patients are to be made by the Charge, or Acting Charge Attendant with the approval of the Physician assigned to the building or senior physician.

No patient is to be placed in a isolation room except for proper cause and on the orders of the Charge or Acting Charge Attendant. The Division Supervisor and the Physician assigned to the building must be informed of such action and the reasons for it as promptly as possible. Such patients must be seen as soon as possible and as frequently as necessary thereafter. Unless the physician approves the isolation, the length of same and conditions thereof, he must report the matter immediately to the Division Supervisor and Senior Physician, or in his absence, to the Superintendent to determine the plan to be followed.

The Charge, or Acting Charge Attendant will not admit anyone to visit patients except those presenting a visitor's card and will when necessary inform them of the visiting rules and see that they are observed.

No letters written by or for patients are to be mailed except to a regular correspondent. They shall be mailed through regular institution channels only and after having been approved by the Charge Attendant or Division Supervisor. All other letters or improper

or doubtful ones to correspondents are to be sent to the Social Service Department for the necessary attention.

Lock boxes are to be approved for such use by Charge Attendant and to be inspected in the presence of the patient once each thirty days and record of the date of such inspection kept. Any irregularities suspected or observed must be reported to the Division Supervisor by the Charge or Acting Charge Attendant and the use of it by the patient discontinued until approval has been given by the Division Supervisor.

All Attendants will have to observe the above rules at all times and will be required to be fair and impartial in the treatment of patients. They will be expected to be interested in them, attempting to secure their good will and confidence in an effort to help to rehabilitate them and to make them as satisfied, comfortable and useful as possible.

The Charge Attendant will require any Attendant on duty in the building who observes mistreatment of a patient, either by another employee or by a patient, to report same to him immediately so that proper action may be taken. Attendants must make every possible effort at all times to prevent patients from mistreating each other in any way.

Revised as of December 10, 1946

Signed John Burnett  
Division Supervisor

Approved by Superintendent

E. J. Engberg, M.D.  
December 10, 1946

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