

RULES FOR SUNNYSIDE- MAIN DIVISION

No one is to be accepted as a patient by transfer, or "On visit", from another grade. or building except on proper order. Each newly admitted patient must be reported to the physician in charge at his next rounds.

Patients are to rise at 5:30 A.M. and retire at 8:00 P.M.

roll Call or population check of inmates is to be taken at meal times ana at such other times as may seem advisable or necessary. anyone absent and not accounted for must be reported immediately to the Main Office and to the Office of the Division super-visor.

breakfast is served at 7:00 A.M.; dinner at 11:20 A.M.; supper at 5:00 P.M.

Visiting hours are from 9:00 A.M. to 4:00 P.M. daily, including Sundays and holidays, except during meal time. Visits 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.

No patient is to be permitted to leave the building except with the knowledge and approval of the Division supervisor or acting supervisor.

work assignments inside of the building to patients are to be made by the Division Supervisor with the approval of the staff physician.

No medicines, cathartics, enemata, hot packs or other forms of treatment, except first aid in an emergency, are to be given by any emoloyee except on the orders of a Staff Physician.

Patients permitted to smoke must do so only with the approval *of* the Division supervisor and restricted to the day room ares. Matches must not be given to patients and any matches or lighters observed in the possession of patients must be confiscated and given to the Supervisor with report of the violation.

No patient is to be placed in an isolation room except on the orders of the Supervisor, or Acting Supervisor. The Staff Physician assigned to the building must be informed of such action ana the reasons for it as promptly as possible. Such patient must be seen by a Staff Physician as soon as possible if it appears necessary or advisable and at least once in each twenty-four hours. 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 Superintendent, to determine what plan is to be followed.


All doors, erasers, and cabinets fitted with locks must be kept locked except when in actual use.

Each employee must keep in his or her personal possession all keys issued for his or her use, and must never entrust them to a patient nor permit a patient to use them,

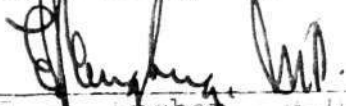
Patients are not to be permitted to have lock boxes unless approved by the Division Supervisor. All lock boxes are to be inspected in the presence of the patient once each thirty days and record of the date of such inspection kept. Any irregularities suspected or observed must be reported to the Division Supervisor and the use of the box by the patient discontinued until approval to resume use of same has been given by the Division Supervisor.

No letters written by or for patients are to be mailed except to a regular correspondent and shall first be approved by the Division Supervisor. All other letters and any improper or doubtful ones to correspondents are to be sent to the social service Department for the necessary attention. All letters from patients are to be sent to the Main Office for mailing.

All employees will be required to observe the above rules at all times. They will be expected to see that the conduct of patients is kept within proper bounds, and they must be fair, impartial and kind in the treatment of patients. The Division Supervisor 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 the necessary corrective measures may be taken. Attendants must make every possible effort at all times to prevent patients from mistreating each other in any way.


John Burnett
Division Supervisor

Approved by superintendent:


E. J. Lagberg, M.D.

Date 7-26-49