

RETYPE FROM THE ORIGINAL

RULES FOR PINE AND SPRUCE

In the absence of the Charge Psychiatric Aide II, the Psychiatric Aide II or I-designated to act as such will be the acting charge of the building.

Patients are to rise at 6:30 A.M. and retire at 7:30 P.M., except for recreation which has been approved.

Breakfast is served at 7:00 A.M.; dinner at 11:00 A.M.; supper at 4:00 P.M.

Roll call of patients is to be taken at bedtime, meal times and at any time as may seem advisable. Any one absent and not accounted for must be reported immediately to the Division Supervisor's Office.

Visiting hours are from 9:00 to 11:00 A.M., and from 1:00 to 4:00 P.M. daily. Visitors are restricted to those presenting a visitors card, issued at the Main Office. In case of visits by Physicians or Attorneys engaged to see patients professionally, necessary privacy must be provided to serve the purpose of the visit.

No patient is permitted to leave the building except with the knowledge and approval of the Charge Attendant.

Patients are not to be placed in isolation, locked in rooms or placed in restraints without Doctor's orders.

Patients are not to be accepted, without authorization by Division Supervisor's Office. Each newly admitted patient is to be reported to this office upon his arrival in the building.

Patients are not permitted in the office or front hall without permission of the Charge Aide.

Patients are permitted to have lock boxes. All lock boxes must be inspected by an aide every 30 days in the presence of the patient.

Patients, properly authorized for detail duty outside the building, are to be called for, and returned to the building by an authorized employee. Failure to comply with this rule must be reported immediately to the Division Supervisor's Office.

In case of accidents, illness, rashes or sores, notify Charge or Acting Charge Attendant so that the Staff Physician may be notified. Orders to be carried out as prescribed.

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

Letters may be written for patients only to regular correspondents. They are to be sent to the Charge Attendant of the building, and then to the Division Supervisor's Office.

Fire drills are to be held once a month.

All women employees are to wear hair nets; hair must not hang below the uniform collar. No employee is to come on duty with curlers or ribbons in her hair or a bandanna on her head.

Learn the names of all patients in this building during the first six months of employment here.

Full regulation uniforms are to be worn by all employees on duty. Uniforms shall not be worn off the institution grounds by employees except in the line of duty. This includes the time between broken shifts and the meal periods, as well as when the employees are going to and from work. No jewelry is to be worn on duty except watches, wedding rings, engagement rings and small ear rings in pierced ears.

If unable to report for duty, notify Division Supervisor's Office previous to the time scheduled for duty. An employee returning to duty following absence due to illness, must bring a Doctor's statement to the Division Supervisor's Office before he will be allowed to return to work. The Doctor's statement must include length as well as nature of illness.

All doors, drawers, and cabinets fitted with locks, must be kept locked except when in actual use; and those locks for which special rules have been provided.

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

Automobiles may be parked only in designated parking areas.

An employee wishing fancy work, wood work, car washing etc. done by a patient, must observe the following procedure:

1. Request for work must be made through the patient's Division Office.
2. Car washing may be done only in designated areas. The employee must keep car keys in his possession.
3. Finished article or notice of work done must be sent to the Division Office to be priced.
4. Payment for article or work done is to be made at the Division Office. NEVER directly to the patient.

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 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 the necessary corrective measures may be taken. Attendants must make every effort at all times to prevent patients from mistreating each other in any way.

Eleanor Parson R.N
Division Supervisor

Approved by

EJ Engberg, Supt.

September 2, 1952

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