

RULES FOR
SUNNYSIDE - WEST COTTAGE

In the absence of the Charge Attendant, the Attendant designated to act as such will be the Acting Charge,

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 by the Charge Attendant to the Staff Physician assigned to the building at his next rounds.

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 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 Supervisor.

Breakfast is served at 7:00 A.M.; dinner at 11:30; supper at 5:00 P.M.

Visiting hours are to be from 9:00 to 4:00 P.M. daily including Sundays and Holidays, except during meal time. Visits must be restricted to those presenting a visitors 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 Charge Attendant.

Work assignments inside of the building to patients are to be made by the Charge Attendant 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 employee except on the orders of a Staff Physician.

Patients permitted to smoke must do so only with the approval of the Charge Attendant and restricted to the day room area/ 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 Charge, or Acting Charge Attendant. The Division Supervisor and the Physician assigned to the building, or in his absence, the Division Supervisor must be informed of such action and the reasons for it as promptly as possible. Such patients must be seen as soon as possible if it appears necessary or advisable and at least once in each twenty-four hours by a Staff Physician. 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 of Superintendent, to determine what plan is to be followed.

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

Each employee must keep in his personal possession, all keys issued for his 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 Charge Attendant. 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 by the Charge Attendant, or Acting Charge Attendant 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 Charge Attendant or 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 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 the necessary corrective measures may be taken. Attendants must make every possible effort at all times to prevent patients from mistreating each other in anyway.

Revised as of July 15, 1945

Signed _____
Division Supervisor

Approved by Superintendent

E.J.Engberg, M.D.
July 15, 1945