

SKINNER HALL ANNEX III

In the absence of the Charge Attendant the Attendant assigned to duty in the Office 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 at his next rounds, together with the reason for admission.

Patients are to rise at 6:30 A.M. and retire at 9:00 P.H.

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

Breakfast is to be served at 7:00; dinner at 11:30; and supper at 5:00.

Visiting hours are 9:00 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.

No patient is to be permitted outside the barred section without the permission of the Charge Attendant. The approval of the physician assigned to the building must be secured except in emergencies or if a patient is to visit with relatives or friends.

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

Patients properly authorized for detail duty outside the building are to be called for and returned to the building by an authorized employee who will be responsible until patient has been admitted to the building. Failure to comply with this rule must be reported immediately to the Superintendent's office and to the Division Supervisor. Such patients are to be searched before leaving and immediately upon having been returned to the building.

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 or Superintendent to determine what plan is to be followed,

Patients restricted to the building are to be taken to the outside exercise and play yard at least once each day except in inclement weather or when the condition of the ground prevents. During the time patients are in the play ground area one attendant shall be on duty on the north and one on south side or court and one outside the fence. They shall remain outside until all inmates have returned to the building, but one of them is to station herself at the entrance from the yard at the conclusion of the play time period to supervise return to the building.

The Charge Attendant or acting Charge is to Check all bars, guards and locks at least once daily to see that they are in proper condition, report any defect immediately to the Division Supervisor and place in effect necessary restrictions until the condition has been corrected.

Each Attendant will be responsible for keeping doors locked at all times except when in actual use.

The tunnel door must never be opened while the dining room door is unlocked or if any patients other than one detail approved for such duty by the Charge attendant is present in the dining room at the time.

The Charge or Acting Charge attendant will not admit anyone to visit patients except those presenting a proper visitor's card, will inform them of the visiting rules and see that these are observed. They will see that no articles are given or accepted by the patient or visitor without having approved same and made any required record of same. Patients who are to visit must be searched before the visit and upon return to the grade.

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 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 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 to insist that the patients' conduct be kept within proper bounds. However, they 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 while patients in the building.

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 disciplinary action may be taken. Attendants must make every possible effort at all times to prevent patients from mistreating each other in any way.

Signed Bertha H. Whyle
Division Supervisor

Approved by Superintendent

E. J. Engberg, M.D.

Dated

8-3-49