

SECTION - SUPPORTIVE SERVICES
ADMINISTRATIVE DIRECTIVE NO. 620
(Replaces AD 620 dated 3/15/06)

Effective Date: January 19, 2007

**SUBJECT: OFF-UNIT INDIVIDUAL MOVEMENT/ SUPERVISION AND EXPECTED
BEHAVIOR**

I. PURPOSE

To maintain a secure and orderly process for the movement of Individual's within the hospital environment.

II. AUTHORITY

By Order of the Hospital Executive Director.

III. POLICY

All hospital employees share a comprehensive responsibility to observe the off-unit activities of Individuals and to take appropriate action whenever an Individual needs assistance, direction, or control. Such appropriate action may include immediate assistance or direction, or notification of unit or activity staff, or alerting Police Services, according to the judgment of the employee. In our high-security psychiatric hospital, it is necessary that the staff is continuously aware of the location and movement of each Individual. This is a requirement in order to maintain security, and in order to provide for comprehensive service planning and monitoring.

IV. METHOD

- A. The Unit Supervisor and staff of each unit shall maintain a continuous record of the presence of each Individual within the unit, or the destination and location of each Individual who is outside the unit.
- B. Hospital staff who are working in areas of the hospital, which are outside of the units are responsible for monitoring and documenting the arrivals and departures of Individuals. This responsibility includes noting which Individuals have arrived for scheduled activities, which Individuals who were scheduled have not arrived, and which Individuals are participating in unscheduled activities.
- C. Department of Police Services will monitor the hallways for loitering and enforce the conditions outlined in the Patient Access System (PAS) Manual (AD558). DPS will report premature release of Individuals to the Unit Supervisor or Area Supervisor for corrective action.

- D. The Wellness and Recovery Team approves Individual's Access Levels. All off-unit movement by Individuals will have a specified departure and return time. Individuals are required to have verification of arrival and departure times from destination staff. Individuals are not to leave their unit or other areas for a destination sooner than five (5) minutes prior to their estimated arrival time.

V. PROCEDURES

A. Individual Access Levels:

1. Individuals on Level One (Individual Access System) shall have continual staff supervision (i.e., escorts) from their unit for all off-unit destinations.

The only exception to this is if the staff person in charge of the off-unit destination or activity agrees to supervise the Individual. This requires face-to-face communication by the escort staff and the off-unit activity provider.

2. Individuals on Level Two may attend off-unit destinations where staff is present. Their movement to and from these destinations need not be escorted. Level Two Individuals are restricted to a single supervised destination.
3. Individuals on Levels Three and Four may attend off-unit destinations where staff is present. Their movement to and from these destinations need not be escorted. Level Three Individuals may request outings that have three (3) destinations. Level Four Individuals may request outings with up to six (6) destinations.
4. Individuals shall not be permitted to sign out to destinations that are not open at the time listed on their destination card.
5. Rules for movement throughout the Hospital and approved destinations for PAS Levels Two through Four are outlined in the PAS Manual.

B. Expected Individual behavior and dress code in the hospital

1. Clothing shall not be modified, except by the Laundry/Clothing Center.
2. Clothing shall be worn in a uniform manner; e.g., not inside out, no tee-shirts worn over khaki or blue shirts, etc.
3. Individuals are required to wear clothing of proper size, not too large or too tight.
4. Special clothing for work assignments (smocks, aprons, hairnets, etc.) shall be kept in the work area.
5. Footwear is required in the hallways and off-unit areas at all times with the exception of the courtyards.

6. Wearing shower shoes off the unit is not permitted.
7. Bandanas/Wave caps: Bandanas shall be white in color, Wave caps shall be black in color. Bandanas/Wave caps are not to be displayed, and must remain completely concealed in pockets, or under a cap or beanie when inside the facility. Bandanas Wave caps may only be worn openly on the head, not draped down, when in the courtyards to provide protection from the sun.
8. Sunglasses are not to be worn inside of buildings, unless the Individual possesses a Doctor's note stating the sunglasses are medically necessary indoors. Individuals will present that Doctor's note upon Staff request.
9. When wearing personal shoes, shoe laces are required to remain properly laced on the shoes; any loose shoe laces are considered contraband.
10. No shirts shall be rolled up or taken off inside the facility. Rolled-up shorts, pants, or shirts are only permitted in the courtyards. Shirts may be removed while on the courtyard only.
11. Individual shall follow unit rules and off-unit rules, including but not limited to:
 - a. Horseplay.
 - b. No Loitering.
 - c. No being out of bounds.
12. Follows staff & DPS direction, including but not limited to:

No refusal to respond to staff questions.
13. Adheres to a norm of non-violence, including but not limited to:

No physical or verbal assaults.
14. Follows "Therapeutic Rules", including but not limited to:
 - a. No over-familiarity with staff.
 - b. No staring.
 - c. No stalking.

15. Behaves in a manner that maintains safety and security, including but not limited to:
 - a. No contraband.
 - b. No eloping off unit.
 - c. No inciting others to misbehave.
 - d. No impeding staff in carrying out their duties.
 - e. No blocking the passage of others.

16. Behaves in a manner that maintains public health, including but not limited to:

No unsanitary behavior.

17. Behaves in a manner that respects the rights of others, including but not limited to:
 - a. No verbal abuse.
 - b. No Behavior Reports (green sheets).
 - c. No provocative or intimidating behavior.
 - d. No theft or property damage.
 - e. No unwanted touching.
 - f. No following/stalking other Individuals.
 - g. No personal, racial, sexual, or other slurs.
 - h. No disruptive behavior in group meetings.
 - i. No pressuring or threatening other Individuals for money, property, or favors (no "strong-arming").

C. General Rules for Escorting Individuals to and from Meals and Activities:

1. Units shall move through the hallways in two (2) single file lines.
2. A staff member shall supervise a unit near or at the front of the line, one shall follow at the rear, and a third, if available, shall walk at the outside of the column of Individuals at approximately the middle. Staff shall position themselves so they are not two abreast in line.

3. Staff and Individuals shall not cross through any unit lines in the hallways. Unit staff shall monitor and prevent others from crossing through their unit line.
4. Individuals will not be allowed to participate in inappropriate behavior (e.g., horseplay, loud talking, yelling, and passing of items to other units when going to and from the Dining Room etc.)
5. Individuals shall not be permitted to bring anything to the Patient Dining Room (PDR) (e.g., radios, books, magazines, miscellaneous papers, items for recreational purposes, hand-held games, water bottles, cups, personal food items, cereal, etc.) except items approved for scheduled treatment activities occurring immediately after their scheduled dining time.
6. The slowest and special needs Individuals shall be placed at the front of the line, when necessary.
7. Staff shall maintain a close-group order, but with sufficient space to prevent crowding. If the unit line starts to separate, staff shall stop the line until the line has regrouped properly.
8. When units approach the Central Corridor Security Kiosks they should stop and proceed when they have the right of way. The unit arriving second shall stop in the hallway and not enter the Center Corridor until the oncoming unit has passed.
9. Units walking in the same direction shall not pass each other without the consent of the staff from the unit being passed. Units shall maintain 20-feet of space between units.
10. A unit in motion, heading in the same direction as a unit counting out, shall not pass without permission from the staff of the unit counting.
11. Units shall not line up or stop in front of any doorways or in the swing path of a door.
12. Units passing each other in the opposite direction shall move to their right to create passing room and space between units. Staff shall not permit Individuals touching, passing items, or conversing with Individuals from the passing unit. Social greetings are permitted.
13. The Unit Advisory Council shall work under the direct supervision of unit staff in assisting with the orderliness of the unit line. Individuals shall not be permitted to call count, direct Individuals off unit or initiate movement of the unit.

D. Individuals' Dining Rooms:

Escorting and supervising Individuals to, from and in the dining area is primarily the responsibility of assigned Program Staff, including the Residential Recovery Units (RRU) officers. Police Services staff assigned to the corridors may assist Program staff during dining room escorting.

1. Unit supervisory staff (US and Shift leads) on Intermediate Care Facility (ICF) units, and (US and Sergeant) on RRU units are responsible for seeing that adequate staff is assigned to accompany Individuals to the dining room.
 - a. All available staff (minimum 2) shall accompany the Individuals to and from the dining areas.
 - b. Unit Supervisors and Sergeants or their designees shall schedule employee meal breaks to maximize the unit's mealtime coverage.
 - c. All Individuals eating in the PDR shall walk and eat with their unit unless they are attending an approved scheduled treatment activity that conflicts with their scheduled mealtime.
2. Expected Individual Behavior in the Dining Rooms:

Individuals will be informed of the following expected behavior in the dining rooms. Individuals may be escorted back to the unit for non-compliant, disruptive behavior. Individual's will:

- a. Follow staff direction and promote a pleasant dining room atmosphere with respectful, courteous speech and behavior.
- b. Not wander in the PDR or go into other dining rooms without staff escort.
- c. Promote clean tables, chairs, and floors. Do not leave trays or trash in the PDR. Clear their tables of trash before leaving the PDR. No rolling of tobacco. Never soil or deface, for example, walls or ceilings. Never throw anything.
- d. Quietly place trays in the designated area.
- e. No food or beverage items, packaged or otherwise, are to be removed from the PDR. All food served in the PDR is to be consumed in the PDR.
- f. All Individuals are required to line up in 2 single file lines only and return to the unit in an orderly fashion. Individuals who are properly checked out with a PAS card may leave the dining room after the meal is over and go directly to their destination with staff approval.

E. Department of Police Services (DPS) Monitoring of the Main Hallways:

DPS shall assist unit staff in directing and controlling Individuals' movement in the main hallways and will ensure that Individuals are not loitering or gathering in areas in the Hospital. At mealtimes, a DPS officer shall assist in traffic control and move about the PDR's whenever possible.

F. Supervision of Auditorium or Hospital-wide Meetings/Social Gatherings:

Central Program Services (CPS) coordinates the scheduling of coverage of auditorium and hospital-wide meetings or social gatherings. Once activities begin, CPS staff has the authority to coordinate staff duties and locations in order to cover the needed areas for the event. A DPS officer shall assist in traffic control and make spot checks during their routine rounds.

G. Main Courtyard:

1. Leisure activities in the main courtyard are generally those times when there are no scheduled activities. This Courtyard is intended for social and recreational activities only. Rallies and other large group meetings are not permitted. Department of Police Services will monitor the courtyard and those Individuals entering and exiting, to ensure the safety and protection of all Individuals. DPS officers will check each Individual's PAS card to ensure he is checked out to that area and will sign the PAS card when the Individual leaves the main yard. DPS officers will write the correct time on the card if the Individual has the wrong time written. When the posted maximum occupancy is reached, DPS will enforce the one for one exchange in the yard. This posted occupancy may be revised due to operational need. All individual electronic audio devices must have and be used with headphones in the main courtyard. DPS officers will make rounds of the main courtyard while it is open for Individuals' use.
2. Hours of Operation: The normal hours of operation are posted at the main courtyard entrance door. Hours of operation, based on administrative decision, are subject to modification.

H. Visiting Room:

All activities scheduled in the visiting rooms will be conducted under the rules and regulations used during regular visiting hours. Individuals will be shaken down upon entering and exiting the visiting rooms.

I. Religious Services and Activities:

Religious services will be conducted and supervised by a hospital chaplain. Under staff escort and supervision, Authorized Religious Visitors (ARVs) may conduct approved religious services.

J. Central Program Services:

Central Program Services Areas will be supervised by the employees assigned to the area in conjunction with Program personnel who conduct groups or come to the area with a group of Individuals. Police Services Officers make spot checks during their routine rounds.

K. Unit Elevators:

1. Individuals may be allowed on any hospital elevator with a minimum of two (2) direct staff escorts for medical/psychiatric reasons only. Individual workers assisting staff must use the stairwell.
2. A maximum of seven (7) persons shall use any elevator at any given time.

L. Union Square:

DPS will enforce the following rules for Union Square:

1. The Union Square is a business establishment that serves the Individuals at Coalinga State Hospital. The primary purpose is to provide a place to purchase foodstuffs and personal care items. Only food items or containers purchased in the Union Square are allowed in the area. Tables are provided and are to be used only for consuming food and drinks purchased in Union Square. All other activities are not permitted. Table space is limited.
2. Individuals may be asked to make room for others who need a place to consume food items prepared at Union Square.
3. Individuals are not to line up outside Union Square before opening time. Individuals are not to line up beyond established boundaries during hours of operation.
4. Individuals may only take food items prepared or sold in the Union Square grill to the following areas:
 - a. Main Courtyard
 - b. Visiting Room (with prior notification)
5. Milk items, ice cream products, sodas, and other drinks may be taken to the following areas:
 - a. Unit
 - b. Main courtyard
 - c. Visiting room (with prior notification)

6. Individuals are responsible for properly disposing of their refuse in trash receptacles and cleaning up after themselves.
7. Union Square privileges may be revoked for rule infractions.
 - a. The following behaviors are not permitted in Union Square:
 - i. Panhandling
 - ii. Strong-arming
 - iii. Horseplay
 - iv. Yelling
 - v. Sitting on food line railings
 - vi. Lying down on benches
 - vii. Placing feet on tables or seats
 - viii. Cutting/saving places in line
 - ix. Saving tables or chairs
 - x. Loitering (Spending more than 5 minutes in Union Square without purchasing food or sundries)
 - b. The following activities are not permitted in the Union Square:
 - i. Wearing headphones
 - ii. Holding groups or meetings
 - iii. Playing cards or electronic games
 - iv. Writing letters, legal, correspondence, etc.
 - v. Reading correspondence, magazines, legal materials, etc.



W. T. VOSS
Executive Director

Cross References:

A.D. No. 558 Patient Access System

A.D. No. 638 Hospital-wide Events Involving Individuals

A.D. No. 640 Hospital Religious Practices

A.D. No. 842 Individuals' Dress Code

Nursing Procedure Manual

Patient Access System Manual