

**SECTION – SUPPORTIVE SERVICES
ADMINISTRATIVE DIRECTIVE NO. 658
(Replaces A.D. No. 658 dated 1/3/07)**

Effective Date: May 15, 2007

SUBJECT: INDIVIDUAL'S USE OF ELECTRICITY AND ELECTRICAL DEVICES

I. PURPOSE

This policy establishes the criteria for Individual use of electricity and electrical devices. Access to electricity and the possession of devices which require such electrical access are considered a privilege which can be withdrawn based on misuse or inadequate safe guarding of the device, cords and software.

II. AUTHORITY

By Order of the Hospital Executive Director.

III. POLICY

It is the policy of Coalinga State Hospital (CSH) to set guidelines for providing Individuals access to the electrical outlets in their living areas for use with approved electrical devices. This policy allows for determination of use of electrical outlets in other areas of each Unit as determined by Unit type. This policy will not apply to units housing Individuals held under California Penal Code (PC) 2684 or other Department of Corrections and Rehabilitation (CDCR) inmates. Intermediate Care Facility (ICF), Medical, Behavioral and/or other specialized Units will determine electrical use by Individuals on a case-by-case basis using the approved guidelines.

IV. METHOD

- A. The Security, Control and Application of this Policy shall be subject to changes in technology and/or Administrative Directives.
- B. The privilege to use and keep an electrical device on the unit is determined on a case by case basis by the Wellness and Recovery Team with the approval of the Program Director.
- C. The electrical outlets in the living areas of Individuals admitted as Sexual Violent Predators (SVP) shall be activated under the following conditions:
 - 1. The outlet shall be activated in an Individual's living area on the Residential Recovery Units (RRU) if the Individual is not a "New Admission" to CSH.

- a. "New Admission" is any Individual who is transferred to CSH from the County Jail System, CDCR, another state hospital or an Individual who has been out to court from CSH for more than 40 to 45 days. Any Individual returning to CSH after finishing a parole violation will also be considered a "New Admission".
 - b. All "New Admissions" will be evaluated for electrical use by their Wellness and Recovery Team (WRT). If the WRT still has concerns or questions after their initial 14 day WRT assessment, the time of assessment may be extended.
2. On ICF Units, Medical Units, Behavioral Units or other specialized Units, the Individuals will be assessed on a case by case basis. Whether an Individual has access to the electrical outlet in their bed area is at the discretion of the WRT. The Individual's initial assessment will be similar to that for "New Admissions" and those denied electrical access will be re-evaluated at every WRT meeting.
 3. Any evidence of "Misuse" may result in the loss of the use of the electrical, non battery-operated devices in the Individual's possession (see below).
 4. Each Unit type (RRU, ICF, Medical, Behavioral or other specialized Unit) shall develop a standard policy as to whether or not the outlets in the common areas of these Units (including those in the dayroom and other rooms open to use by the Individuals, but not those in the Unit hallways) will be used. This policy will stand for all Units of that type.
- D. All cords and/or cables belonging to the Individuals will be held by the Individual. The Individual will be responsible for his cord(s) at all times. Accountability for these cords will be maintained by the Unit Office, the Unit supervisor, and the UAC of that Unit using the following procedure:
1. Only electrical cords/cables belonging to an Individual and needed for personal use with an approved electrical device or accessory will be in the Individual's possession. Excess cords/cables that connect to the devices or cables/cords that are not needed for personal use will be stored in the Individual's excess property. Units will provide blue tape or plastic ties for ease of storage and safe use of longer cords. All cords will be placed in one section of the Individual's locker for storage. All electrical devices and accessories along with their requisite cords must fit along with the Individual's other property in his locker. Exceptions may be made in the case of larger electrical devices as policy is developed. Cords shall be:
 - a. In the Individual's locked locker.
 - b. In use directly by the Individual.
 - c. Plugged into the electrical socket in the Individual's living area for purpose of charging a device.

- d. Not taken off the Unit or into Courtyards.
2. Upon the Individual receiving an approved item that contains a power cord and/or a cable(s), each item, (cord and/or cable), will be inventoried and properly labeled with the Individual's name and ID number and the reference number from the Unit Cord Inventory List. The Individual is responsible for making sure that their cords are always properly labeled and maintained. The unit label maker will be adequate for this process of labeling each cord/cable.
 3. Each unit shall establish and maintain an "Inventory List" of all power cords and/or cables that belong to the Individuals on that unit. This inventory list will identify:
 - a. The Individual's name & ID number at the top of each table box in bold print.
 - b. How many there are of the same item type of cord and/or cable.
 - c. The name/description of the cord/and or cable.
 - d. The reference number of the item (each will be sequentially greater than the previous entry).
 4. This Inventory List shall be set-up in a table format so that making may additions and/or corrections to any one Individual's inventory will be simplified.
 5. This Inventory List shall have a header that will automatically identify the document and the Unit that the Inventory List represents.
 6. This Inventory List shall have a footer that will automatically identify the document's:
 - a. Page numbering.
 - b. Revision date, set for automatic revision every time the document is revised.
 7. This Inventory List shall be saved and stored on the hospital "I" drive under "All Users" titled "Unit Cord Inventory".
 8. Upon completion of any updates to the Inventory List, the following copies are to be printed and distributed:
 - a. One copy to be placed with Unit's locker safety check logbook.

- b. One copy to be given to the UAC Chairman.
9. During the searches of an Individual's living area, staff shall ensure that the Individual's cords are accounted for, properly labeled and in good repair. Any cord that is not in the Unit's logs, does not have a proper label, or has been altered in any way shall be considered contraband and all electrical cords and devices are subject to confiscation.

E. "Misuse":

If a report or observation of "Misuse" occurs, the Individual or Individuals involved shall have their electrical, non battery-operated devices confiscated and the WRT will review the incident with the Individual(s) on the next working day. Any altered or other contraband items shall be presented at the review for examination. The review may have any of the following outcomes:

1. If it is determined that no "Misuse" has occurred, after examining the condition of the Individual's electrical devices and cords for proper identification, they will be returned to him.
2. If the reports are verified, the following action will be taken based on the severity of the offense as determined by the Individual's WRT.

a. Any instance of "Misuse":

- i. The Individual's electrical, non battery-operated devices and all electrical cords will be confiscated and placed in the Individual's property for up to thirty (30) days, sixty (60) days, ninety (90) days or until the WRT determines that the Individual is ready to adhere to these hospital regulations. A review shall take place at each monthly WRT meeting.
- ii. Prior to the reinstatement of an Individual's electrical access, the WRT will review the Individual's behavior during the restriction period to determine that there have been no other offenses that involve electricity. If other offenses have been found, the restriction period may be extended.
- iii. If the report proves to be criminal in nature, the Department of Police Services (DPS) shall investigate and initiate any criminal proceedings. All of the Individual's electrical devices, accessories and/or cords will be confiscated at this time.

b. Storage of electrical devices and cords for "Misuse" will be accomplished by the following:

- i. Staff will notify DPS who will bring a grey bin with a numbered tie to the unit.

- ii. DPS will place the electrical devices and cords in the box and then secure the box with the numbered tie. The Individual will receive a receipt for his electrical devices and cords by way of the patient property slip which will include the number of the tie written on the property slip. Unit staff will keep one copy and the DPS officer will return the locked box to the property room and log it in.

V. DEFINITIONS

A. "Use of Electrical Outlet" shall consist of:

1. Plugging in approved electrical devices for the purpose of operating those devices or charging the battery of those devices.
2. Plugging in of approved accessories (i.e. AC adaptors, cordless surge protectors or any other electrical device or accessory approved in the future for resident use) which the electrical device is then plugged into.

B. "Misuse of the Electrical System" shall consist of:

1. Anything plugged into the outlet that is not an approved electrical device or accessory (See "Use" Section), or the use of an approved electrical device or accessory that belongs to another Individual.
2. Using of an outlet in another Individual's living area. If there are complaints of noise or other disturbances in the night hours and the Individual refuses to comply with staff directions to desist, that shall also be considered "Misuse".
3. Modification of and/or tampering with any approved electrical devices or accessories or the modification of and/or tampering with the electrical outlet itself. The use of an electrical outlet, electrical device or accessory, or electrical cord to harm themselves or others shall be considered "Misuse". Any use of these items for a threatened or actual assault or any criminal purpose whatsoever shall be considered "Misuse".
4. Indirect evidence of "Misuse" (e.g., a blackened or melted plug, contraband CDs or software, or in possession of another's CD or software) will be considered to be the same as direct evidence of "Misuse" until WRT review determines otherwise.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

A.D. No. 742 Hospital Computers

A.D. No. 818 Contraband

Attachment A – Environmental Inspection Schedule

RRU - 34Individual Cord InventoryUPDATED : 10-17-06

Name Type 1 AC Adapter for DVD 1 Set Coaxial Cords 3 in 1	CO-000000-0 # 1 # 2	Name Type 1 AC Adapter for DVD 1 Set Coaxial Cords 3 in 1	CO-000000-0 #1 #2
Name Type 1 AC Adapter Charger for DVD	CO-000000-0 #1	Name Type 1 AC Adapter Charger for DVD	CO-000000-0 #1
Name Type 1 AC Adapter Charger for DVD 1 AC Charger for Gameboy	CO-000000-0 #1 #2	1 AC Adapter Charger for DVD 1 Sound Cord ¼"	#1 #2
Name Type 1 AC Charger for DVD 1 Set Coaxial Cords 3 in 1	CO-000000-0 #1 #2	Name Type 1 AC Adapter Charger for DVD 1 Three Prong Adapter	CO-000000-0 #1 #2
Name Type 1 AC Charger for Gameboy 1 Link Cable for Gameboy 1 AC Adapter Charger for Computer	CO-000000-0 #1 #2 #3	Name Type 1 AC Adapter Charger for DVD 1 AC Adapter Charger for CD 1 RCA Connection for CD	CO-000000-0 #1 #2 #3
Name Type 1 Headphone Jack	CO-000000-0 #1	Name Type 1 AC Adapter Charger for Radio	CO-000000-0 #1
Name Type 1 AC Adapter Charger for DVD 1 Three Prong Plug	CO-000000-0 #1 #2	Name Type 1 AC Adapter Charger for DVD	CO-000000-0 #1
Name Type 1 AC Adapter Charger for Computer 1 AC Adapter Charger for DVD	CO-000000-0 #1 #2		