

## War Memorial Hospital

**TYPE:** DEPARTMENTAL-- BEHAVIORAL HEALTH

**POLICY:** PERSONAL PROPERTY/FUNDS

**REPLACES:** 3/10, 5/15, 7/16

**PURPOSE:** To define the policy of War Memorial Hospital regarding the Behavioral Health Center's personal property and funds of psychiatric patients.

**PROCEDURE:**

- A. Patients shall have the right to receive, possess, and use all personal property and funds with the exception of the following excluded items for safety: [MHC 330.1728(3)]
- Belts, suspenders, sweat pant strings, jacket/hood ties, and clothing with long ties attached.
  - Shoe laces
  - Necklaces greater than 1mm in diameter and 6 inches in length
  - Ace bandages, pantyhose
  - Dental floss
  - Alcohol
  - Illegal Drugs
  - Electrical appliances (lamps, hair dryer, etc.)
  - Hooded sweatshirts/shirts
  - Hats
  - Medications including over the counter drugs, inhalant medications and external/topic medications
  - Tobacco and smoking materials (including lighters, matches, smoking materials, and smokeless tobacco
  - Electronic items such as cell phones, pagers, computers, IPODs with corded ear buds, cameras or recording devices
  - Objects reasonably recognized as a weapon or potential weapon such as:
    - Firearms/explosives
    - Knives
    - Safety razors and blades
    - Knitting, crocheting and embroidery needles
    - Glass of all types including mirrors with the exception of eye glasses
    - Wire bound notebooks
    - Nail clippers and tweezers
    - Audio cassettes, tape cases, and compact discs
    - Keys
    - Hair ribbons, bandanas, metal barrettes, and metal hair picks
    - Nail polish remover, all flammable liquids, and liquids containing alcohol, including mouthwash and non-aerosol hairspray

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- Aerosol/pressurized cans and spray cans/bottles
  - Cans/glass bottles
  - Wire hangers
  - Plastic bags
  - Outside food or beverages
  - Bedding from Home (i.e. personal pillows, blankets deemed un-safe, and stuffed animals)
- This is not exhaustive and the treatment team may restrict other items if the items are assessed as compromising unit safety, confidentiality, or patient welfare. All exclusions of personal property will be in writing and posted in the unit.
- [MHC 330.1728(3)]

- B. A recipient's property or living area shall not be searched by a provider unless such a search is authorized in the recipient's plan of service or there is reasonable cause to believe the recipient is in possession of contraband or property that is excluded from the recipient's possession by the written policies, procedures, or rules of the provider. The following conditions apply to all searches: [AR 330.7009(7)]
- a. A search of the recipient's living area or property shall occur in the presence of a witness. The recipient shall also be present unless he or she declines to be present.
  - b. The circumstances surrounding the search shall be entered in the recipient's recording and shall include all of the following: [AR 330.7009(7)]
    - i. The reason for initiating the search
    - ii. The names of the individuals performing and witnessing the search
    - iii. The results of the search, including a description of property seized
- C. Limits on personal property can be made for the following purposes:
1. To prevent theft, loss, or destruction of the property, unless a waiver is signed by the patient. [MHC 330.1728(4)(a)]
  2. To prevent the patient from physically harming him/herself or others.
  3. Limitations including justification and date limit expires shall be documented in the patient's record. [MHC 330.1728(5)]
  4. Limitations shall be removed when the circumstances justifying its adoption ceases to exist.
- D. Patients shall be permitted to inspect personal property as clinically appropriate and at reasonable times. [MHC 330.1728(2)]
- E. Items with documented medical necessity will be allowed, such as a C-Pap, B-Pap, and so on. The item will be locked in the medication room when not in use.
- F. Patients and a person designated by the patient shall have the right to have funds (cash) which shall be secured in a locked box and a receipt for any personal property or funds taken into possession by the Behavioral Health Center.
1. Personal property/cash shall be returned at the time of discharge.

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- G. In the event a patient feels his right to have personal property has been denied (i.e., through a set limit or its expiration date) he or she may appeal to the Program Director or Director of Nursing and the following shall occur:
1. The Program Director or nurse manager shall consult with the attending psychiatrist and program team.
  2. In the event an understanding cannot be reached, the psychiatric Medical Director shall be consulted.
  3. Documentation shall be included the patient's medical record.
  4. No gifting or lending of patient personal belongings is permitted unless it takes place at the patient's discharge.
    - a. A waiver will be signed by patient and witnessed by staff.

Cross Reference and Legal Authority:

[A. Public Act 258 of 1974, as amended - MI Mental Health Code -Section 330.1728](#)

C. MI Department of Community Health Administrative Rules 330.7009 (7)

**WRITTEN BY:** Paul Sorgi, Program Director

Date: March 30, 2010

**REVIEWED BY:** Dr. Paul Sorgi, Medical/Program Director/Jessica Jannetta, RN-BC, Director of Nursing

Date: September 4, 2015

**REVISED BY:** Stephanie Spray, Recipient Rights Officer

Date: May 8, 2015

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**REVIEWED BY:** Corinna Haller, Director of Nursing/Paul Sorgi, Program Director

Date: July 11, 2016

**REVIEWED/UPDATED BY:** Allison NM Campbell, Recipient Rights Officer

Date: February 1<sup>st</sup>, 2017

**REVIEWED BY:** Corinna Haller, Director of Nursing

Date: February 15, 2017

**APPROVED BY:** Recipient Rights Advisory Committee

Date: April 28, 2017