

ARIZONA STATE HOSPITAL

ARIZONA DEPARTMENT OF HEALTH SERVICES ARIZONA STATE HOSPITAL		LEVEL	SECTION	NUMBER	EFFECTIVE DATE
		II	AdmPt Rights	004	June28,2018
TITLE:	PATIENT PROPERTY AND STORAGE				
SUPERSEDES:	AdmPtRights004, Patient Property and Storage, approved 2/13/17				
REVIEW CYCLE:	Three Years	GOVERNING BODY APPROVAL:		No	

PURPOSE

To establish and implement guidelines for managing patient property and storage to ensure the safety of the patient, staff, or others.

POLICY

The Arizona State Hospital restricts patient property based on the potential risk to patients, staff or others. Storage is provided for patient property subject to clinical, legal, or space restrictions.

APPLICABILITY

All Hospital staff, whether state employed or contracted, visitors and patients.

DEFINITIONS

Contraband Items are items that are not approved for patient possession or use.

In-Room Storage is storage located in a patient's room for items necessary for immediate or regular use.

Primary Storage is storage that may be available to patients for storage of items not required or available for immediate use.

Long-Term Storage is storage that may be available for items not required or available for immediate or regular use. Long-term storage must be approved by the Chief Operating Officer (COO) or designee.

ATTACHMENTS

1. [Contraband Items](#)
2. [CRU Patient Property](#)
3. [Patient Musical Instrument User Agreement](#)

PROCEDURE

A. GENERAL CONSIDERATIONS

1. Patients are permitted to utilize or keep in their possession items which are not contraband, subject to storage limitations.

ARIZONA STATE HOSPITAL

2. Patients may keep non-contraband items in their possession, subject to limitations specified in the patient's ITDP and specific medical staff orders.
3. Patients may request to access and use certain non-contraband items which must be kept in unit storage, unless limited by the ITDP or medical staff order:
 - a. Items used in activities of daily living, such as shampoo, conditioner and soap;
 - b. Hospital-provided toothbrushes;
 - c. Personal care items approved or provided by the hospital containing heating elements, razor blades, sharp points or edges;
 - d. Arts and crafts items approved by the hospital; and
 - e. Musical instruments approved by the hospital (See Attachment 3 – Patient Musical Instrument User Agreement).
4. If clinically indicated, usage of items specified in 3 above may require staff supervision.
5. Items held in unit storage are marked with the patient's name and kept in a secured area designated for items in 3.a. above.
6. Patients on the Community Reintegration Unit (CRU) may have items as specified in Attachment 2, CRU Patient Property.

B. DISPOSITION OF CONTRABAND

1. Patients are not permitted to possess contraband items unless such an item is specified as being allowed pursuant to treatment team approval.
2. Contraband items are removed from the patient or patient environment, marked with the patient's name, and relocated to a secured area designated for contraband items.
3. Contraband items may be sent out at the patient's expense or the patient may elect an alternative means of disposal.

C. CONTRABAND ITEMS ON HOSPITAL CAMPUS

1. Contraband items are not permitted on the hospital campus except those items needed and used in the ordinary course of business by hospital staff or contractors.
2. The on-duty Hospital Security Supervisor will be notified when there is a suspicion of a contraband item on campus.
3. Hospital Security will take possession of all contraband items and process accordingly.

D. STORAGE GUIDELINES

1. Limited storage is available for patient use.
2. Patients are responsible for their personal property kept at the hospital.

ARIZONA STATE HOSPITAL

3. Patients may have up to two 18-gallon bins of primary storage accessible at least once a week. Storage bins will be clearly marked with the patient's name and kept in a secured area designated for patient property.
4. Patients are responsible for ensuring that they do not exceed storage limits.
5. Items received that exceed available storage limits may be returned at the patient's expense or the patient may elect an alternative means of disposal.
6. The treatment team may request limitation on patient storage.
7. A patient or treatment team may request that a patient be permitted additional primary storage or long-term storage. Requests for additional storage must be approved by the COO or designee.
8. Long-term storage items will be inventoried prior to being placed in storage. A copy of the inventoried long-term storage items, including a description, will be kept with the stored items.
9. Items in long-term storage will remain in long-term storage until discharge.
10. At the time of discharge the patient's property will be returned to the patient or disposed of at the patient's request and expense, or the patient may elect an alternative means of disposal.
11. If necessary, special arrangements may be made to hold patient property for up to 90 days after discharge. After 90 days unclaimed patient property may be disposed of at the Hospital's discretion.

E. PROPERTY TRANSFER BETWEEN UNITS

1. Upon transfer to another unit, all patient property is collected and transferred to the receiving unit. The patient property is reviewed by the receiving unit to insure that there are no contraband items.
2. Items not permitted at the receiving unit may be stored in long-term storage upon request and approval by the COO or designee, or disposed of at the patient's request and expense.

ARIZONA STATE HOSPITAL

CONTRABAND ITEMS

Clothing:

- Clothing with removable pieces/underwire
- Clothing depicting sexually provocative, violent, drug, alcohol, gang affiliated or discriminatory themes

Clothing Accessories:

- High heels (or similar) (Allowed for PSRB or Court Hearings - dress heels w/o stilettos)
- Reinforced shoes (i.e. steel reinforced boots/shoes)
- Shoelaces (**treatment team approval required**)
- Belts (**treatment team approval required**)
- Nylons and panty hose
- Scarves
- Metal sunglasses
- Hair Clips

Dangerous Items:

- Aerosols
- Coat hangers
- Sharp objects (i.e., needles, pins, razor blades, pencil sharpeners, scissors, knives, tools, etc.)
- Metal cans (i.e., soda, etc.)
- Objects containing mirrors
- Cleaning chemicals
- Weapons, explosives, flammables, combustibles, ammunition, or any other item that may be used as a weapon
- Glass or metal items that can become a sharp instrument
- Hazardous propellants or solvents

Drugs/Substances:

- Alcohol
- Tobacco or tobacco related substances (i.e., cigarettes, chewing tobacco, electronic cigarettes, vaporizers, etc.)
- Matches/Lighters
- Illicit Drugs/substances, drug paraphernalia, and medication/supplements

Electronics:

- Electronics with external antenna
- All electronics with recording capabilities (i.e., audio/video/camera), unless a plan for the equipment's use is approved prior to use and approval obtained from the CMO/CEO
- Personal electronics that have unlimited internet connecting abilities. Dedicated equipment such as e-readers may be approved with treatment team approval.
- All internet access not through approved hospital connections.
- Cellphones of any type (**Use of cellphone may be approved for CRU patients**)
- CD/DVD's (**treatment team approval required**)
- Electronics that require cords (**treatment team approval required**)

ARIZONA STATE HOSPITAL

Hygiene Items:

- Nail polish/nail polish remover (**Supervision Required**)
- Nail clippers/metal files (**Supervision Required**)
- Personal razors (**Exception: electrical razors provided by hospital**)
- Hygiene products that have alcohol as first/second ingredient
- Pencil or makeup sharpeners
- Combs/hair brushes (**Supervision Required**)
- Chemicals used in hair products and removal of hair (**Supervision Required**)
- Makeup requires treatment team approval (**Supervision Required**)

Musical Instruments:

- Musical Instruments must be approved by treatment team

Jewelry:

- Necklaces (**treatment team approval required**)

Ligatures:

- Items that can be used as ligature (i.e., chain, rope/twine, drawstrings, wire, cords, etc.)

Pornography:

- The hospital does not condone, support or facilitate pornographic materials in the hospital setting. If specific issues arise, they need to be evaluated by the treatment team to determine their impact on that specific patient's treatment plan, potential impact/effect on other patients' treatment plans, and the impact on the milieu of that unit and campus.

Writing/Art Supplies:

- Staples, binding clips, paper clips, tape dispensers, items bound with metal wire
- Ceramics/pottery
- Pens/pencils (**Must be checked out and treatment team approval required**)
 - Rigid pens used only under supervision
 - Pens must be checked out and returned at the end of each shift
 - Pens should be counted by staff during census check

Other:

- Items that do not fit into patient's allotted storage
- Keys (other than patient's given locker key) or lock picking devices
- Metal silverware
- Plastic bags
- Items that have been altered from their original form to be used for a dangerous purpose

ARIZONA STATE HOSPITAL

CRU PATIENT PROPERTY

ALL PATIENT ITEMS MUST BE FREE FROM:

- ✓ Depiction or encouragement of any type of violence, pornography, racism, illegal drug or alcohol use, or gang affiliation
- ✓ Tears, rips or other damage altering the item from its original form
- ✓ Flammable material
- ✓ Removable straps, metal, plastic, glass or wire pieces
- ✓ Sharp points or edges
- ✓ Alcohol or Acetone as the first ingredient
- ✓ WIFI, Internet access, picture/video or audio capabilities (see also AdmPtRights005, [Screening and Approval of Patient Electronic Devices](#), which states “Electronic Devices with the capability of recording visual images, downloading from/accessing the internet through WIFI, or unauthorized computer use are prohibited. Electronic Devices with audio must have treatment team and Chief Executive Officer (CEO), or designee, approval prior to distribution.”)

CRU patients may keep the following items in their possession, unless otherwise stated below:

Accessories

Patients are allowed to have accessories.

Clothing

Patients are allowed to have personal or hospital provided clothing.

Electronics

Patients are allowed to have hospital-approved electronic items, including cell phones. Cell phones must not include data plans, patients may be in possession of cell phones only when out on pass, and only patients in Phase 2 or Phase 3 of the Conditional Release Phase are eligible to have cell phones (see “CRU Cell Phone Guidelines” below).

Personal Belongings

Patients are allowed to have limited personal belongings, such as stuffed animals, blankets, linens, playing cards and comfort items.

Personal Care Items

Patients are allowed to have personal care items. Personal care items must be free from:

- Mirrors
- Razor Blades

Reading/Writing Materials

Patients are allowed to have reading and writing materials.

CRU patients may use the following items, but the items must not be kept in the patient’s possession when not in use:

- Arts and crafts items identified by the hospital
- Musical instruments approved by the hospital
- Razor blades

ARIZONA STATE HOSPITAL

The following guidelines will be adhered to:

1. Phones will not interfere with treatment.
2. The use of cell phones is prohibited on the unit.
3. No lending or borrowing of phones is allowed.
4. Phones with cameras (cameras will be blackened out) and internet access are not allowed.
5. When purchasing a cell phone and a cell phone plan, a month-to-month plan is recommended, due to the possibility of losing your cell phone privileges.
6. A sign-in and sign-out form, as established by the unit, will be utilized to track your phone when you take your phone with you on pass and when you return to the unit.
7. There will be periodic checking of cell phones.

Any violation of the rules listed above will result in loss of phone privileges, until further evaluation by the treatment team for resumption or phone use.

ARIZONA STATE HOSPITAL

ARIZONA STATE HOSPITAL – FORENSIC CAMPUS PATIENT MUSICAL INSTRUMENT USER AGREEMENT

Guidelines

1. The ability to have an on-unit music instrument is based on Privilege Level. Patients must have “1:5” minimum and approval by the Treatment Team. Patients must also maintain their privilege level in order to continue to have their on-unit musical instrument.
2. Instruments are Contraband Items as defined by the Patient Property and Storage Policy, (AdmPtRights004).
3. Patients will be allowed one (1) musical instrument on the unit. In addition, patients will be allowed one (1) amplifier and up to two (2) effects devices.
4. Amplifiers must not exceed 2’ x 2’ and effect devices must be of reasonable size for storage purposes. Nursing staff will determine if devices are too large to be stored on the unit.
5. If a patient has one (1) additional musical instrument, it may be stored by Rehab in the Secure Patient Musical Instrument Storage room and access is allowed to practice during Music Studio group.
6. Patients may switch out their on-unit instrument with a rehab-stored instrument by placing a verbal request with Music Therapy Rehab staff. The switch will be arranged by Rehab staff following Friday Music Studio group.
7. Five (5) musical instruments maximum are allowed per unit due to storage constraints.
8. Musical instruments will be stored in each unit Video Conference room on a rolling cart.
9. Instruments may not be used during active treatment/rehab group time.
10. Patients must keep a reasonable playing volume when practicing and may be asked to lower the volume of the instrument at any time.
11. Nursing staff determines patient instrument usage/schedule of practice room as well as individual practice or group practice.
12. Nursing staff will be responsible for the check out and check-in inspection of each instrument to make sure all listed items are accounted for and to check the general condition of the instrument.