



# POLICY

Policy Number 320.200

Page 1 of 2

Title	<b>VISITORS IN STATE VETERANS HOMES</b>
EFFECTIVE DATE:	January 20, 2009
AUTHORITY:	General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as Department to manage and direct the Department, RCW 43.60A.040, .050, and .060.
PURPOSE:	To establish guidelines for visitors in the Homes and at the work site.
APPLICABILITY:	All residents, employees, work studies, contractors, volunteers, and the general public.
DEFINITIONS:	None
POLICY:	<ol style="list-style-type: none"><li data-bbox="493 1100 1435 1388">I. Visitation by relatives and friends of residents and the public is encouraged. However, the Superintendent/designee may prohibit visitors from access to the Home, if he/she feels it is in the best interest of the facility to do so. The appropriate law enforcement agency may be notified if visitors disregard such notice, and unwanted visitors may be subjected to criminal trespassing charges. A restraining order may be obtained, if appropriate.</li><li data-bbox="493 1430 1435 1535">II. Residents and employees are responsible for the actions and conduct of their visitors at all times while on the Homes' grounds and work site.</li><li data-bbox="493 1577 1435 1682">III. Employees have a responsibility for protecting the privacy and rights of residents and the safeguarding of State property and resident personal property.</li><li data-bbox="493 1724 1435 1850">IV. No alcohol, illegal drugs, illegal substances, non-prescribed controlled drugs or weapons are permitted on grounds. Notice of such requirement shall be posted at the entrance of each facility.</li><li data-bbox="493 1871 1435 1967">V. Youths under 14 years of age are not authorized in living areas unless they are accompanied by an adult family member.</li></ol>

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Date: 1-9-09

VI. At the Homes the Staff on duty has the responsibility for ensuring that unauthorized persons do not enter or loiter in living areas and reporting violations to Administration.

VII. Nursing care staff is responsible for monitoring visitors in the Nursing Care areas.

VIII. Residents and staff in the Light Nursing Care/ Domiciliary areas are responsible for the actions and conduct of their visitors

IX. No specific visiting hours are prescribed; however, normal visiting hours are encouraged to be between the hours of 8:00 a.m. and 10:00 p.m. daily.

X. Visitors are not permitted to stay overnight except as specifically authorized by the Superintendent/designee.

PROCEDURE:

I. Visitors to the Nursing Care areas must sign in upon arrival and must sign out upon departure. A register is maintained at each nurses' station for this purpose.

II. Visitors to Domiciliary and Light Nursing Care residences are expected to sign in upon arrival and sign out upon departure. A register is maintained at each nurses' station for this purpose.

III. Residents are encouraged to report any violations of this procedure to the Nurse on duty.

IV. The Nurse may request the assistance of the local authorities in those instances where the safety and welfare of residents are threatened or the security of the Homes is jeopardized.

REVIEW:

This policy will be reviewed every three years updated as needed.

REFERENCES:

WAC 484-20-090 (2)(a)

SUPERSESION

WDVA Policy 320.200, dated July 20, 2001. AP&P 1-3, dated September 6, 1996 and Operating Procedure 320.200 dated July 5, 2000; January 30, 2004

ATTACHMENTS:

None

John E. Lee, Director

Date

**APPROVED**

**Executive Ethics Board**

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