

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.49:	Uniform Policy Regarding Activities While on Duty
Governing Body Approval:	April 29, 2018
REVISED:	

PURPOSE: To provide guidelines in order to utilize uniform disciplinary measures to address prohibited employee activities.

PROCEDURE:

The following guidelines are provided to address the appropriate levels of discipline for specific prohibited employee activities:

I. Sleeping or Inattentiveness on Duty

- A. In order to ensure patient safety and the security of the total environment, all employees of Whiting Forensic Hospital (WFH) remain alert and attentive at all times while on duty or in patient-occupied areas. A lack of alertness constitutes a serious danger and cannot be permitted in any instance. Therefore, sleeping and/or inattentiveness on duty is prohibited. Because any degree of inattentiveness can pose a critical threat to personal and environmental safety, no distinction is made among “deep sleep”, “dozing” or any intermediate condition and general inattentiveness. Likewise, the length of time an employee may be sleeping, dozing, or inattentive in other ways is irrelevant.
- B. An employee who violates this prohibition is subject to disciplinary measures up to and including dismissal.

II. Leaving Duty Station

- A. All employees are to report for duty at their appointed time, be punctual in returning to work after meals or any other excused absence, and remain at their place of work or duty station until the end of their scheduled workday or shift.
- B. While it is recognized that an emergency may necessitate that an employee be relieved from duty, no employee may leave his/her duty station unless properly relieved. “Properly relieved” means that an employee has his/her supervisor’s express permission and approval to leave his/her duty station.
- C. Any employee who leaves his/her duty station without proper relief is subject to disciplinary measures up to and including dismissal.

III. Consumption of Alcoholic Beverages or Drugs

- A. No employee of WFH may consume alcoholic beverages or drugs while on duty or arrive at the duty station under the influence of alcohol or drugs.
- B. If an employee is alleged to have violated this prohibition the following procedure is followed:
 - 1. the alleged violation is reported to the supervisor;
 - 2. the supervisor assesses the employee’s condition and determines if the employee should be relieved from duty; and
 - 3. if it is determined that an employee is unable to perform his/her duties because of the effects of alcohol or drugs, that employee is subject to disciplinary measures up to and including dismissal. The employee may be referred to the Employee Assistance Program (EAP) pending the outcome of administrative investigation.

IV. Medications Use

- A. An employee taking any medications which may affect his/her performance is required to report the situation to his/her supervisor.

- B. The supervisor assesses the employee's condition and determines if the employee should remain at his/her duty station or be referred to a local hospital.
- C. If the employee is sent off duty, he/she will be authorized to use sick time.