



June 15, 2022

To all OSH staff,

This Superintendent Directive is issued in addition to the Superintendent Directive dated November 17, 2021 and CMO Directive dated October 14, 2021. This Directive replaces the Superintendent Directives dated December 21, 2022, January 17, 2022, and February 10, 2022.

This Directive modifies and adds to Oregon State Hospital (OSH) policies 8.019, "Staff Response to Alleged Criminal Acts and Contraband," 8.037, "Patient Property and Valuables," 8.044 "Contraband and Prohibited Items," 6.030, "Electronic Device and Internet Access," 6.047, "Patient Food," and department protocols as listed below.

On January 17, 2022, OSH established a standard list of items with limited or restricted access for patients on units (Attachment 1). This list applies to all units and commitment types, and any previous program- or unit-specific patient property access lists (attached to policy, procedure, protocol, or otherwise referenced outside of Attachment 1) are now considered obsolete and discontinued.

It is my directive that, **effective July 6, 2022:**

- 1. Patient cell phones are now reclassified as Tier 0, No Access Allowed** on the standard patient property tier access list (Attachment 1).
- 2. Patients may only purchase food and personal property items from the OSH patient market.** Food and property items may not be ordered, purchased, or sent to patients from outside OSH. Further details will be forthcoming regarding procedures for ordering items not stocked in the Market but available in a product catalog.
- 3. Patients may retain and use on the unit a reasonable amount of personal property except as described below. "Reasonable amount"** is defined as property that fits into the



storage areas assigned to patients: the storage area in the patient's room and one clear plastic bin in the Patient Property room.

- 4. Food may not be stored in patient rooms or in the Patient Property room.** Separate containers are provided for storage of patient personal food, and patient personal food may not exceed the capacity of these containers.

Items that do not appear on Attachment 1 are allowed unrestricted on units within the reasonable amounts described above, unless contraindicated by the patient's treatment care plan, state or federal law, other regulation, or other OSH policy. Such items are referred to as "unrestricted items" in this Directive.

Unrestricted items and items identified on Attachment 1 will be handled in accordance with OSH policy 8.037 (as amended below) unless:

- **The item meets the definition of contraband** per OSH policy 8.044. Contraband is handled in accordance with OSH policy 8.019 and OSH Policy 8.044 (both as amended below).
- **The item is used for or associated with a criminal act or alleged criminal act** as defined in OSH policy 8.019. Criminal act response is defined in OSH policy 8.019 (as amended below).
- **The item is considered a weapon** per OSH policy 8.027. Weapons are defined as contraband and handled in accordance with OSH policy 8.019 (as amended below). OR
- **The item is used for or associated with workplace violence** per OSH policy 8.033. Workplace violence is handled in accordance with OSH policy 8.033.

Policy and Protocol Amendments Summary

- OSH policy 6.030 amendments:
 - All procedures and policy statements related to patient cell phone use are obsolete and discontinued. Patient cell phones should be handled per OSH policy 8.037.
- OSH policy 8.019 amendments:
 - Unless the item meets a secondary definition or condition as stated in this Directive, unrestricted items are not considered contraband, criminal acts, or alleged criminal acts and should not be handled in accordance with OSH policy 8.019.
- OSH policy 8.037 amendments:

- Policy 8.037 is the policy of record for patient property and item access, unless the item meets a secondary definition or condition as stated in this Directive.
- Attachment B of OSH policy 8.044 is relocated and is now Attachment C of OSH policy 8.037.
- Attachment 1 of this Directive is the new Attachment B of OSH policy 8.037.
- Attachment 2 of this Directive is added as Procedures A of OSH policy 8.037.
- Attachment 4 of this Directive is the new attachment C of OSH policy 8.037.
- OSH policy 8.044 amendments:
 - Any reference to or procedures for prohibited items is moved to OSH policy 8.037.
 - Unless the item meets a secondary definition or condition as stated in this Directive, unrestricted items are not considered contraband and should not be handled in accordance with OSH policy 8.044.
 - Attachment A is rendered obsolete.
 - Attachment B of OSH policy 8.044 is relocated and is now Attachment C of OSH policy 8.037.
 - Attachment 3 of this Directive replaces Procedures A of OSH policy 8.044.
- OSH protocol amendments
 - All other protocols or unit lists that may be program-specific related to property and item access are obsolete and should be discontinued immediately.
- All policies, procedures, and protocols related to patient property or item access should be considered to reference OSH policy 8.037 as the official policy of record for handling of unrestricted items and items identified on Attachment 1.
- Unrestricted items and items found on Attachment 1 should be referenced in conjunction with items allowed per OSH policy 6.030, “Electronic Device Access,” and 7.002, “Media Access for Patients.”

The definition of “staff” includes all employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at OSH.

This directive will remain in effect until OSH policies, procedures, and protocols are updated or the directive is otherwise rescinded.

Sincerely,

Dolores Matteucci

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Administrative Directive Attachments:

- Attachment 1 OSH Policy 8.037 Attachment B - Patient Property Tier Access List
- Attachment 2 OSH Policy 8.037 Procedures A – Handling Prohibited, No-Access, or Limited Access Items
- Attachment 3 OSH Policy 8.044 Procedures A – Handling Contraband
- Attachment 4 OSH Policy 8.037 Attachment C – Staff Prohibited Items