

## State Operated Community Program

## SOCP Group Home Rules

**Guidelines for staff and clients to maintain healthy working relationships.**

*House rules are important to the functioning of the home, and provide guidelines for staff and clients to follow to minimize the friction and maintain a healthy working relationship between staff, clients, and management.*

**1. Employee Code of Conduct is to be followed in all aspects including but not limited to:**

- A.** There are to be no drugs or alcohol or use thereof at any of the facilities run by the State Operated Community Program. **It is a FEDERAL OFFENSE to possess drugs/alcohol on state property. This includes prescription medication.**
- B.** Harassment or the generation of a hostile work environment is unacceptable.
- C.** Refrain from talking about politics, racial or sexual issues, religion, or sharing too much personal information about yourself or others. These issues **DO NOT** belong in the workplace and may become offensive to both staff and clients.
- D.** Gossip can be hurtful and undermine the functions of a team. **DO NOT** engage in gossip.
- E.** Staff and or clients shall not engage in horseplay, there is to be no physical playing around with any of the clients/staff, this is to prevent accidental injury and to protect everyone from possible abuse allegations.
- F.** SOCP has a **GOOD NEIGHBOR POLICY**, and staff must adhere to it.
- G.** Sleeping on duty is not allowed at any time, for any reason.
- H.** Under **NO** circumstances is staff to give, receive, trade, or borrow, gifts, money, personal belongings, or food from the clients, unless approved by the ISP team.

**2. Confidentiality and Program Information:**

- A.** Staff must remember to keep all discussions of client information and SOCP business confidential. (“**What happens in SOCP stays in SOCP**”)
- B.** Staff mailboxes are confidential and may only be accessed by the identified employee or management. Mailboxes should be checked at the beginning and end of your shift. Do not let items accumulate so that it is difficult to put items into.

**3. Personal Belongings:** Medications, purses, backpacks, fanny packs, cell phones, tobacco products and lighters are to be locked in staff vehicle or each homes designated locked area.**4. Electronic Games; TV/DVD/VCR/Stereos; Cell Phones/Personal Calls; Fax/Copier/Computer Usage:**

- A.** Personal Cell Phones are to be on vibrate while at work unless prior authorization from management.
- B.** Electronic games are not to interfere with your job duties or the responsibilities to your clients and should be kept to a minimum during your break time. If your personal equipment is damaged while at work it will not be replaced.
- C.** The house phones/state cell phones are for business only. If you must use the house phone it is to be kept at a minimum. All long distance calls need to be recorded on the long distance call record.  
**Staff is responsible for all charges.**
- D.** The TV is to remain off unless a client is watching it. **Clients are to pick the show they would like to watch not the staff.** Stereos are not to be played excessively loud at anytime.
- E.** Movies are to be appropriate for client viewing (**NO EXPLICIT SEX SCENES, LANGUAGE, OR EXTREME VIOLENCE**) all movies are at the discretion of the ISP Team/Management.
- F.** FAX/Copier/Computer are to be used to conduct state business only.

## 5. Meals, Menus, Food and Refrigerators

### A. Meals at the Home:

1. Staff is allowed one meal per shift to be eaten with the clients, with the same food and portion size the clients are having. If you bring food from home please eat it away from the clients. This can prevent conflict if a client becomes upset that you are eating something that they would like to have but can't.
2. No food belonging to the house will be opened, prepared, or consumed solely for the staff, separate from the clients (with the exception of medical homes where the clients do not eat orally). You will be expected to be a positive role model when eating with the clients.

### B. Meals in the Community: (This includes snacks and beverages)

When clients and staff eat a meal in the community, staff is to eat a comparable meal remembering to follow the clients diet guidelines. If, staff purchase a meal in the community for themselves and not the individual this will be considered misuse of state time.

### C. Menus:

Staffs are expected to follow all menus, diet orders, and restrictions as ordered by the physician. Any changes/substitutions to the menu are to be written on the menu, this includes meals in the community.

### D. Food and Refrigerators:

All opened food items must be marked with an opened date. Open items must be store in airtight containers with a lid. Leftovers are to be put into re-sealable containers, dated, and marked with what the food item is. Items may be frozen and used the next time the menu calls for it. If not, leftovers must be used within 48 hours or thrown away. Staff is not to keep their personal food/drink items in the client's refrigerators. If the house does not have a separate refrigerator for staff there will be a **designated area for staff** and **staff will** clearly mark their food.

## 6. Vehicles/Mileage Log/Outing Logs/Community Books:

- A. **A vehicle safety check** is mandatory before each outing. Headlights must be on at all times and all persons in a moving state vehicle as per state law must wear seatbelts. Child safety locks are used according to the **clients BSP. Handicapped parking permits may only be used for the person they are intended for. Any ticket received while in a state vehicle is the sole responsibility of the driver and must be reported per policy. Cell phones are not to be used while driving a state vehicle. No smoking is allowed** in the state vehicles at any time. When returning to the house the driver is responsible for ensuring the mileage log is complete, making sure the car is cleaned out and any trash picked up, and the gas gauge does not show under  $\frac{1}{4}$  a tank. Vehicles are to be locked at all times when not in use. Never leave keys unattended. Any destination further than 50 miles from the home requires prior authorization from management. **Staff is never to take a state vehicle across the state line without prior authorization from management.** State vehicles are for work related activities only; do not run personal errands.
- B. **Outing logs** must be completed prior to leaving the house with the destination, date and time, license plate number, who is going, and the cell phone number you have (**Be sure to turn the cell phone on.**) When you come back you must enter the time you returned on the log.
- C. **Community / Books:** These books are to accompany the clients every time you leave the house. They contain vital information for the client in case of an emergency.

## 7. Arrive to work on time/leave on time:

- A. **Sign in and sign out:** Staff is expected to sign in at the beginning of their shift and out at the end of their shift (signing in and out at the same time is unacceptable.) Any time a staff arrives late or goes home early the sign in/out sheet must reflect this accurately.
- B. **Call in procedures:** Staff must call in **prior** to the beginning of their scheduled shift with as much notice

as possible to allow for needed overtimes or personal arrangements to be made.

**8. Documentation:** Staff is expected to follow all documentation, procedures; ensuring timely and accurate documentation is completed for all residential, vocational, and medical areas. All documentation needs to be completed prior to the end of you shift. This information is vital to the care of the individuals we serve and could be used in a court of law.

**9. Home Cleanliness:** Staff is to make sure the home is kept clean and in good conditions at all times. This includes yard maintenance. (*see SOCP Cleaning List*)

**10. Cell Protocol:** When you call someone always leave a message with your **name**, the **house phone number** and **description** of the need.

- Either a brief description, key details or specify emergency.
- Do you need an immediate answer?
- When do you need to hear back from them? Within the hour or before the end of the shift?

**11. Client Awareness:** When you go on break, use the restroom, or leave the area for any reason you must verbally ask another staff to watch your client in your absence. This will ensure client safety. **Make sure you get a response.**

*Individual Group Homes may have “House Specific” Rules  
in addition to the State Operated Community Program House Rules.*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Employee signature*

\_\_\_\_\_  
*Date*

*Employee’s signature indicates that the employee reviewed and received a copy of this document, and understands the contents.*