

## Appendix B

Northcoast Behavioral Healthcare System  
State of Ohio Department of Mental Health

# Policy and Procedure Manual

Section: **05 - General Administrative Policies**

Policy: **05.07 – Smoke-Free Environment**

Date Original: 03/01/1990

Date Effective: 11/16/2005

Date Last Reviewed: 10/19/2005

### Purpose

Medical evidence clearly shows that smoking, either mainstream or side-stream (second-hand smoke), is harmful to the health of smokers and nonsmokers. In an effort to comply with the spirit of local clean air ordinances and the need to provide a healthy environment for patients and work associates, this hospital will counsel patients and work associates about the hazards of smoking, offer Smoking Cessation programs for patients and work associates to decrease or stop nicotine intake, and implement a smoke free environment. All patients, work associates, families and visitors are expected to comply with the smoking regulations detailed in this policy. Use of any tobacco product is prohibited on NBH hospital grounds after September 2, 2003.

### Education and Notification

1. Each patient and work associate will be informed of the potential harmful effects of smoking and the hospital will offer the opportunity to participate in a smoking cessation program. Resource materials will be provided to unit-based and CSN work associates to assist in smoking education efforts for patients. Those patients and work associates who seek specific treatment for smoking cessation will be supported in this effort. As part of each patient's individual assessment by his/her treating psychiatrist, the various options for helping that patient avoid the distraction and discomfort of smoking cessation will be addressed. This will allow the patient to better focus on the primary psychiatric reason for their hospitalization.
2. Patients and visitors will be informed of this smoke-free environment policy and of the corrective action(s) to be implemented upon infringement of the policy.
3. Work associates who violate this smoke-free environment policy will be subject to progressive corrective action for Neglect of Duty.

### Tobacco Prohibition

1. Use of tobacco products of any type is prohibited anywhere on NBH hospital grounds, including buildings, bathrooms, personal automobiles, parking lots, sidewalks, grassy areas, etc.
2. All unit-based work associates have the responsibility of educating patients to NBH's smoke free policy and providing health information about smoking. Policy information

will be presented to the patients as part of an individualized treatment program, and will include advance notice of possible consequences for smoking infractions.

3. The sale of cigarettes, tobacco products and smoking materials is prohibited. All patients will be requested to turn in their smoking materials upon admission; these materials will be returned at discharge. Any smoking materials found on the unit will be confiscated by staff and returned to the patient at discharge.

4. Visitors are not to bring in cigarettes or other tobacco products. Violation may result in termination of visiting privileges.

### **Smoking and Contraband Violation Grid Process**

When each patient is admitted, smoker or non-smoker, he/she should be educated by the Wellness Coordinator ( or admitting nurse if Wellness Coordinator not available on admission day) on the no-smoking policy, the basic treatment options, and the patient/visitors violation grids.

During the first treatment team meeting the smoker patient should be offered all available methods of remaining smoke free, and the smoking policy should be reviewed again.

When any new visitor arrives on a unit, the unit RN should review the no-smoking policy with the visitor before he/she/they are allowed to visit with the patient on or off grounds.

When any repeat visitor arrives on a unit, the unit RN should remind them that NBH is a smoke-free campus and to not provide any contraband to the patients.

When any case manager arrives on a unit to take a patient off the grounds for any reason, the unit RN should review the non-smoking policy with the case manager, particularly the fact that they should not allow the patient to bring any contraband back onto the grounds following the level 4 off-grounds pass. In addition, they should understand that the patient has been educated about the value of maintaining abstinence even when away from NBH, but still may choose to smoke when off grounds.

#### **Reference Authority**

Policy Owner: **Smith, Douglas**

Administrative Decision (With the role of the Hospital promoting good health)  
Joint Commission on Accreditation of Healthcare Organizations

# Northcoast Behavioral Healthcare System

State of Ohio Department of Mental Health

## Policy and Procedure Manual

Section: **05 - General Administrative Policies**

Policy: **05.08 - Handling of Contraband After Confiscation**

Date Original: 09/01/1980

Date Effective: 04/13/2005

Date Last Reviewed: 04/01/2005

### Purpose

To provide an identified and consistent procedure for the handling of found contraband the following is the procedure.

### Definition

Contraband - Any item not permitted on NBH property. This includes, but is not limited to:

- A. Any weapon, such as a firearm, knife, pepper spray, stun gun, etc.
- B. Alcoholic beverages
- C. Illicit substances, such as marijuana, LSD, PCP, cocaine, heroin, mushrooms, amphetamines, etc.
- D. All tobacco products such as snuff, cigarettes, chewing tobacco, cigars, etc.
- E. Lighters or matches or any type.

NOTE: Staff may bring items D and E onto NBH grounds, but shall not make use of these items on grounds and shall not bring such items onto any inpatient unit.

### Procedure

#### A. On NBH or State Property

- 1) In the event suspected marijuana, drugs or other contraband is found in the possession of residents, employees, visitors or on the grounds of NBH, the NBH Police Department is to be notified at once and the contraband released to the investigating police officer. An Incident Report shall be initiated.
- 2) The use of any tobacco products by patients or staff will result in the initiation of an Incident Report.

3) The NBH Police Department will take custody of all contraband and will turn over same to the Ohio State Highway Patrol (OSHP) for disposal according to the provisions contained in Section 2933.41 of the Ohio Revised code.

4) All confiscated items such as open packs of cigarettes and lighters will be disposed of by the police department. Expensive lighters will be confiscated and kept by the police department until the patient is discharged.

5) All confiscated packs of cigarettes that have not been opened will be placed in storage with the patient's property and returned to them upon discharge. Family members will be allowed to pick up unopened packs of cigarettes and expensive lighters.

B. Off grounds or off State property

1) Marijuana, drugs or other contraband found at a CSN site location or other off ground locations are to be reported to the local authorities, who will take custody of any contraband.

2) The NBH Police will follow up on the incident through the Incident Report (IR) that must be initiated and submitted by the staff/supervisor who found the contraband and reported it.

**Failure to abide by this procedure will place NBH personnel in violation of State and Federal laws.**