

## VISITOR'S POLICY & PROCEDURES

### FAMILY VISITATION (SUNDAY 1 – 4:30PM)

The following Visitor Policy may at any time be altered due to House Restrictions or other factors. For the safety of those we serve, please review the following standard visitation guidelines. Refer to alternative procedures in the Tech Office.

- **Check-In (4 Visitors Maximum unless prior approval has been granted)**
  - **Male Client Visitors:** The visitor(s) is to enter through the covered porch and report directly to the technician.
  - **Female Client Visitors:** The visitor(s) is to enter through the back door of the female facility and report directly to the technician.
- **Procedure**
  - *Proof of Identity* is submitted to the Tech.
  - *Visitors Release Form* accounts the visitor's name.
  - *Visitor is also listed on recent Client Pass Request for the upcoming Sunday visit.*
    - Visitors must FIRST be approved by clinician on the original Release Form to visit with a client. On a weekly Pass, the client must indicate who will be visiting on the upcoming Sunday visit. If there are additional adults (not listed on the Release) arriving with your approved visitor, they will be asked to leave the campus until the visit is over.
  - *Cell phones and/or other recording devices* (ex. Apple Watch) must remain in vehicle throughout the visit. This is a HIPPA Guideline.
  - Visitors must acknowledge having pre-reviewed the Harbor Hall Visitors Policy
  - Sign in Log: Visitor will sign the visitor's log after review/acknowledgment of visitation policy.
    - Minors (children under the age of 18) should have their first name recorded to account for total people visiting Harbor Hall Residential campus.
- **Who can be a visitor?**
  - Grandparents, Parents, Spouses by marriage, Children and "Significant-Domestic-Others" upon approval of the clinician, whereby included on the Visitors Release Form.
    - A "Significant-Domestic-other" is ***not*** a recently renewed or new relationship which has occurred during treatment. A "Domestic-other" is relationship that consists of shared occupancy, finances, or children. The clinician can/may require a "family session" if concerned about the nature of the relationship.
    - Friends or acquaintances of your approved visitor are not permitted to be on campus during the visit even if they drove your visitor up to the visit.
  - Clergy: Leaders of a religious organization or entity such as a Church, mosque, or synagogue or persons who have been granted clergy status by a recognized religion and have ecclesiastical endorsement from a religious authority must provide proof or licensure or ordination letter.
  - Visitor Release Form must be updated with approval from the clinician.
    - If a visitor is approved by a counselor, although isn't listed on the original Visitor Release Form, the visitor will not be permitted to stay on campus and the clinician will not be contacted to immediately approve a visit.
  - Harbor Hall Staff can refuse a visitor if they do not have picture identification. (This excludes children)

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- **Guidelines/Expectations**
  - ALL TOTAL Visitors must be listed on the Visitation Release Form
  - Visitors planning to visit must be pre-approved by the clinician on a weekly Pass Request.
  - Clients are NOT permitted to enter a vehicle of any visitor.
  - All cell phones and recording devices must remain in the visitor's vehicle.
  - Pets are strictly banned from Harbor Hall property.
  - Visitors will be asked to leave if suspected of intoxication or becoming disruptive with disorderly behaviors/attitudes or fraternizations with other clients.
  - Visitors will use bathrooms located in female dining room & men's residential living room.
  - Visitors are not permitted in the client's room.
  - Clients and visitors must not engage in inappropriate forms of excessive affection.
  - Visitors who are not dressed appropriately will be asked to leave or to change their attire if it is deemed offensive or counter to the Harbor Hall Dress Code Policy.
  - Visitors who leave during the visiting hours (before 4:30pm) cannot return to finish the visit.
  
- **Other Policies**
  - Residents on Level 1 (Stabilization) are not allowed to have visitors.
  - Visitor are restricted to the...
    - Male Clients
      - Male Residential Dining room
      - Living Room
      - Porch
      - Yard (Ground on the Rush St. side of the buildings)
      - Basketball Court
    - Female Clients
      - Yard in front of Men's Residential, Basketball Court
      - Female dining room and adjacent meeting room in that clinical area.
      - **Visitation is not permitted inside or around the new female/Medical/Residential Facility.**

**Unauthorized Visits** There will be no unauthorized visits anywhere at any time. This includes friends and family who show up at (NA/AA) support meetings, car washes, recreation events, 4hour passes and store passes, etc. If the Clinical Team becomes aware that these events have happened, the client will receive significant loss of privileges, passes and visitation.