

# Vermont Psychiatric Care Hospital Procedure

## Patient Vehicles

Revised: X

Date: 04/07/14

Patients admitted to Vermont Psychiatric Care Hospital (VPCH) are not allowed to keep motor vehicles on the premises, nor are they permitted to keep the keys to vehicles in their possession. Any exceptions to this policy must be approved by the VPCH Chief Executive Officer.

Patients admitted to VPCH will be notified of this policy upon admission and through the VPCH Patient Handbook.

### Guidance:

During the course of hospitalization if a patient's vehicle is delivered to VPCH, Admissions staff will lock the keys in the safe and notify their immediate supervisor of the vehicle location. The supervisor will inform the VPCH Chief Executive Officer of the request for an exemption to the policy and grounds for such an exemption or steps to be taken to remove the vehicle from the hospital grounds.

If the patient is found to be in possession of the vehicle keys, the keys will be provided to Admissions and retained with the patient's personal effects until discharge or given to the patient's family or significant others (e.g., friends, advocates, DA case manager) at the patient's direction during hospitalization. Note of the transaction will be documented on the personal effects form and in the progress note.

Approved by	Signature	Date
Frank Reed, Commissioner of DMH		11/29/14