

DEPARTMENT OF INSTITUTIONS AND AGENCIES

New Jersey Home for Disabled Soldiers, Menlo Park

TITLE: Hand Book of Information and Regulations for Members.

SUBJECT: Information and Regulations for Members.

STATUTORY REFERENCE: R.S. 30:4-4

These regulations are issued pursuant to formal resolution of the Board of Managers adopted May 16, 1955.

W. M. Thompson

William M. Thompson

Superintendent

Approved:

by

President,
State Board of Control

H A N D . B O O K
OF INFORMATION AND REGULATIONS FOR
MEMBERS
OF
NEW JERSEY HOME FOR DISABLED SOLDIERS
MENLO PARK

INFORMATION AND REGULATIONS FOR MEMBERS

The Board of Managers, Superintendent and Staff are vitally interested in your welfare and are desirous of doing everything possible for the comfort and contentment of the members.

1. Sick call is held daily. A member desiring to report on sick call will notify the Nurse. Members are not to use or have in their possession medicines or drugs except those prescribed by the Institutional Physician.
2. All members who are physically able are expected to perform duties that are assigned to them in the building or on the grounds.
3. Members are requested to cooperate in keeping the institution neat and clean. Each member is to keep his bed, locker and the area around same, neat and orderly.

SMOKING IS PROHIBITED IN THE DORMITORIES.

4. Furloughs or overnight passes are not issued to members until one month after admission. Furloughs are limited to 2 1/2 days per month or a total of 30 days per year. Members who are absent without leave for a period of 5 days will be dropped from the rolls.
5. Visiting hours are from 10:00 A.M. to 4:00 P.M. daily.
6. Meals are served in the dining room at 7:30 A.M., 12 noon and 5:00 P.M. Members are requested to report for meals on time. Physically handicapped members may proceed to the dining room 5 minutes before the bell. All others shall wait in quarters or lounges until the bell rings. Loitering in corridors or lobby is forbidden. Members missing meals may be excused only by reporting out at the previous meal. No food may be taken from dining room. Infirmary patient's meals will be served 15 minutes before the regular meal time under the supervision of the Nurses.
7. Each member is assigned a laundry number, clothing to be laundered will be brought to the laundry room at 9:30 A.M. on Monday. New clothing will be issued at 1:30 P.M. on Tuesday.
8. As the appearance of the members reflects the quality of care given by an institution, members are expected to be neat and clean at all times, to shave and bathe frequently and to have hair cuts when needed.
9. Members are to enter and leave the grounds only by the main walks and driveways. Short cuts through the woods to the highway is forbidden. In leaving and entering the building, lounge room doors will be used rather than the main entrance.

#2 INFORMATION AND REGULATIONS FOR MEMBERS CONTINUED.

10. Valuables and money should be deposited in the office. The institution cannot be responsible for the protection of articles of value kept in members possession. A receipt will be given for articles so deposited.
11. Gambling in any form, use or possession of drugs and possession of weapons of any kind are prohibited. Profane, loud or obscene language will not be tolerated. Violation of these instructions may result in disciplinary discharge.
12. A library and recreation room is maintained for the benefit and enjoyment of members. Recreation hours are from 1:00 P.M. to 9:00 P.M. Radios and T.V. sets may be kept on until 10:00 P.M. provided that they do not disturb members who have retired. T.V. and radio time may be extended at the discretion of the Superintendent for special events.
13. Members are not permitted to drive automobiles, motorcycles or other automotive vehicles on the grounds, nor may they be parked on the reservation.
14. Borrowing or lending money between members or between members and employees is forbidden. Those found guilty of violating these regulations will be subject to disciplinary action.
15. Possession or use of intoxicating liquors on the grounds or in the building is prohibited. Violations of this rule may result in disciplinary discharge.

