

State Operated Community Program  
**SOCP Action Request Memo**

<b>Topic:</b>	<b>Employee Found Sleeping Annual Form</b>	<b>Issue date:</b>	08/24/2011
<b>Related policy:</b>	2.007 Abuse, SOCP Code of Conduct, Mandatory Reporter		
<b>Action Requests (AR)</b> - Action Requests are used to request action <b>by a given deadline.</b> They are time-sensitive and should be read and processed or assigned upon receipt.			

**Applies to:**  
*(check all that apply)*

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers   | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses                  | <input checked="" type="checkbox"/> BVS1s            | <input checked="" type="checkbox"/> BVS2s         |
| <input checked="" type="checkbox"/> Cent. Office staff      | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> Trainers      |
| <input checked="" type="checkbox"/> HR                      | <input type="checkbox"/> Other: _____                |   |

**FROM:** Robert T. Clabby II, SOCP Director 

**SUBJECT:** Staff Signature required – “Employee Found Sleeping Guideline”

All SOCP staff are to be trained on the attached **Employee Found Sleeping Guideline**. Return signed forms to Central Office within 30 days, no later than **Friday, September 30th, 2011**.

**Attachments:** Employee Found Sleeping Guideline (Annual Form) – Signature required

**If you have questions about this information, contact:**

<b>Contact(s):</b>	<b>Robert T. Clabby</b>	<b>Becky Daniels</b>
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**State Operated Community Program (SOCP)  
SOCP Operating Guidelines**



<b>Guideline title:</b>	<b>Employee Found Sleeping - Guideline and procedures</b>
<b>Effective date:</b>	<b>06/17/2010</b>

As a **Mandatory Reporter**, this guideline provides procedure(s) if an employee appears to be sleeping on duty.

**SOCP Code of Conduct states:** *“Sleeping on duty, at any time, for any reason is prohibited and could result in immediate commencement of pre-dismissal procedures up to and including dismissal from state service.”*

**When finding an employee who appears to be sleeping:**

If you find a staff that appears to be sleeping, ask another staff to go with you to make observations. If no other staff are available, make your observation and document what you witnessed. After making sure everything is fine (*client safe and employee is awake*).

**You must notify your supervisor immediately with the following information.**

1. Was the staff snoring?
2. Where was the staff located?
3. What position was the staff in?
  - a. Sitting up or lying down?
  - b. If so, length of time.
4. Was the staff covered up with a blanket or coat?
  - a. Did the coat have a hood?
  - b. Was the hood covering the staff's face or head?
5. Did you look at their face?
  - a. Were the eyes shut or open?
6. Did the person respond when you talked to them?
  - a. If so, what did they say and/or what was their response?
7. Ask if “Okay”, attempt to wake up the staff.
8. Where was their client?

If the client(s) are asleep or awake one staff will stay with the client to maintain staffing expectations while the other staff calls the manager or if on weekends the On-Call Manager/Program Manager. You will then follow the directions given by the On-Call Manager or Program Manager.

A **DHS 4595 Incident Report** must be completed or at least a statement of what happened. This must be turned in immediately to the Site Manager and if on weekend to the On-Call Manager. **Do not take pictures or video.**

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<i>Print name</i>	<i>Employee signature</i>	<i>Date</i>
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*Employee's signature indicates that the employee reviewed and received a copy of this document, and understands the contents.*