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|  RESIDENT SIGN OUT / SEARCH | NO. 514 |
| It is the responsibility of residents if they are their own guardian to sign themselves out of the facility by notifying the nurse on duty for their wing before exiting the building. If a resident has properly signed themselves out and has been gone for 24 hours and has not notified the facility, the police will then be notified. They are not considered missing until then and staff are not authorized to leave the floor and search for them until Administrative approval is given. If a search is authorized, depending on the circumstances, the resident may be responsible for expenses incurred and it may result in their privileges to leave the facility being restricted. |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1  |