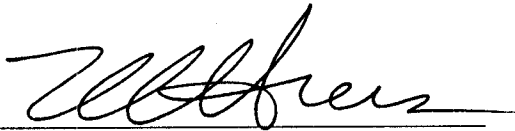


Charleston/Dorchester Community
Mental Health Center

AFTER-HOURS USE OF CENTER FACILITIES

It is the policy of the Charleston/Dorchester Community Mental Health Center to provide a safe work environment for all employees. Many facilities are located at isolated sites and are unprotected by security personnel, and concern has been expressed about the safety of persons working alone at Center facilities outside scheduled service hours.

In order to minimize risk and ensure the safety of our staff, effective immediately, individuals are no longer allowed to work alone at Center facilities outside of scheduled service hours except in clearly identifiable emergency situations or **with the prior authorization of their supervisor** when there are infrequent, unique circumstances. This mandate does not include the dropping-off or picking-up of vehicles.



Thomas G. Hiers, Ph.D.
Executive Director

11/25/97

Date

AFTER-HO