

## Chapter VA 7

THE GRAND ARMY HOME FOR VETERANS,  
KING, WISCONSIN

VA 7.01	Duties and responsibilities of the commandant	VA 7.04	Maintenance
VA 7.02	Admission of members	VA 7.05	Inspections
VA 7.03	Personal conduct and hygiene	VA 7.06	Discharges and leaves of absence
		VA 7.07	Discipline and control

**History:** Chapter VA 7 as it existed on February 29, 1960 was repealed and a new chapter VA 7 created effective March 1, 1960.

VA 7.01 **Duties and responsibilities of the commandant.** (1) The commandant, under the supervision of the director of the department, shall operate and conduct the Grand Army Home for Veterans in accordance with the laws and the policies of the board.

(2) He shall have charge and custody of the home including all lands, buildings, furniture, tools, implements, stock and provisions and every other species of property pertaining thereto or within the precincts thereof, and shall reside at the home.

(3) He shall place in full force and effect all orders, policies, and regulations of the board for the governance of the home.

(4) He shall employ such personnel as may be necessary and authorized for the proper conduct of the home and neither he nor any employe shall, directly or indirectly, have any pecuniary interest or concern in any oral or written contract which may be entered into for any purpose connected with the business of the home. No employe shall buy from or sell to the home or to any member, materials, equipment or services, nor accept any remuneration from visitors, members, their relatives, friends, or any other person or organization.

(5) He shall keep a true and accurate account of all monies received and expended for the operation and improvement of the home. He shall make an annual financial report to the director as soon after the close of the fiscal year as is practicable.

(6) He shall keep a true and accurate record of each member of the home, including date of admission, period of occupancy, age, residence, the military organization in which each veteran or related veteran served, and evidence of marital status, residence at time of admission, health, financial and military eligibility.

(7) He shall keep a true and accurate account of the names and salaries of the operating personnel of the home, and the fund from which they are paid.

(8) He shall receive, disburse and account for funds, other than state funds, received from all sources to be expended on behalf of designated members, or for the benefit of the home.

(9) He shall at the appropriate time submit to the director an itemized estimate of the financial needs for operation, maintenance, and capital outlay of the home for the next fiscal period.

(10) He is authorized in an emergency to use his judgment in any matters not specifically covered by any order, regulation or policy of the board, reporting the matter and his action immediately to the director.

(11) He may be authorized in writing by the director to represent the department in official transactions between the home, other departments of state government and the veterans administration, except in matters which the board or an appropriate committee may have under consideration.

(12) He shall attend all regular meetings of the board, and such special meetings as are called to act on matters relating to the home, and shall at each meeting be prepared to make an oral report of activities, progress and problems of the home.

(13) He shall submit such other reports as the board or the director may require.

(14) The director and the commandant are authorized to make such changes in the charges for meals served to employes of the home on the basis of actual cost of the meals as well as conforming with the rise and drop in meal costs as reviewed with the executive department, such action to be reported at the next regular meeting of the board.

(15) Joint accounts may be held by members only with the written approval of the commandant. The commandant may require termination of any joint account which any member holds with any other person.

(16) The commandant is authorized to take the necessary steps to recover any property or funds transferred or assigned contrary to these rules.

(17) Supervisors, with the approval of the commandant, may employ such member help as is deemed necessary, and payment for member services will be made according to the statutory pay plan of the Bureau of Personnel.

(18) He is authorized to render to a person not connected with the home only emergency first-aid medical service where the delay in transportation to a local doctor or hospital, in the opinion of the supervising home physician, would endanger the life, and limb, or health of such person.

**History:** Cr. Register, February, 1960, No. 50, eff. 3-1-60.

**VA 7.02 Admission of members.** (1) No person shall be admitted until he or she shall have submitted a formal application on approved printed forms furnished by the home. Each question must be fully and accurately answered and the completed application properly and correctly executed.

(2) An application of a veteran must be accompanied by a discharge certificate, or other satisfactory proof of service. Upon temporary admission, each applicant will be examined by the supervising physician of the home for medical acceptability and the decision of the physician for admittance shall be final.

(3) A wife of a veteran must furnish, with the application, a certified copy of her marriage certificate and a certified copy of the veteran's certificate of honorable discharge or suitable evidence of honorable service.

(4) A widow of a veteran must furnish, with the application, a certified copy of her marriage certificate, a certified copy of the vet-

eran's certificate of honorable discharge or suitable evidence of honorable service and a certified copy of the death certificate of her husband.

(5) A widowed mother of a veteran must furnish, with the application, a certified copy of her marriage certificate and a certified copy of the certificate of honorable discharge or suitable evidence of honorable service of the veteran through whom eligibility is claimed. She must also furnish a verified copy of the public record of birth of the veteran through whom eligibility is claimed, together with a certified copy of the death certificate of her last husband.

(6) A complete and accurate financial statement of the applicant, physician's report of physical examination and 2 affidavits attesting Wisconsin residence will be filed with each application.

(7) All applications must be filed with the commandant. Any application in which questionable eligibility is involved will be presented to the board and approved before the applicant is admitted.

(8) The commandant is authorized in an emergency to temporarily domicile an applicant whose eligibility has not been fully determined. Payment of money due the state according to law shall begin as of the first day of temporary domicile.

(9) All members receiving pensions, compensation, social security, railroad retirement, or other benefits from any source are required to deposit evidence thereof with the commandant for safekeeping and information.

(10) All members, including those admitted temporarily, will pay to the state of Wisconsin from their income, such sum of money as is required by law, at such time and in such amounts as the board shall provide.

(11) Any member, who fails to pay within 10 days money due the state, shall be suspended by the commandant until the obligation is paid. If an obligation is not paid within 30 days, a member shall be given an undesirable discharge.

(12) Any member who marries without consent of the commandant will be given an undesirable discharge.

(13) No former member may be admitted until a regularly executed application for admission has been submitted, approved by the commandant in case the discharge had been honorable, or by the board in case the discharge had been undesirable or dishonorable. A veteran discharged to enter a veterans administration facility for treatment may be admitted if administratively determined by the commandant that eligibility requirements are fulfilled.

(14) Children of members will not be quartered or maintained at the home.

(15) Each member is required to file annually with the home a true and accurate financial statement.

**History:** Cr. Register, February, 1960, No. 50, eff. 3-1-60.

**VA 7.03 Personal conduct and hygiene.** (1) All employes and members must be courteous and considerate and shall conduct themselves at all times in such a manner that there will be no reflection on the home or its management. They shall discharge such duties as may be assigned to them by the commandant or by his order.

(2) In case of alleged neglect or ill-treatment of a member by an employe other than the commandant, complaint shall be made in writing to the commandant; if against the commandant, the complaint

shall be made in writing and forwarded to the board through the commandant and director.

(3) At a scheduled hour, all ambulatory members shall rise, wash and dress themselves neatly. Admission to a dining room for meals shall be refused to anyone who is not neat and clean, or who is not in proper dress. No one shall enter a dining hall for meals until the scheduled time.

(4) Cleanliness of person and dress is required at all times. All members must bathe at least once each week.

(5) Haircuts may be obtained by all members as needed without charge by applying at the supply office for the necessary permit. Those members unable to shave due to their physical condition, will be furnished this service without charge.

(6) Profane, foul, or vulgar language by members, employes, or other persons is strictly forbidden.

(7) Any member found in an intoxicated condition shall be punished as provided for in section VA 7.07 below.

(8) Any employe, found in an intoxicated condition while on duty, or on the home grounds while off duty, shall be subject to discipline in accordance with established law, rules and procedure of the Bureau of Personnel. He may also be subject to immediate suspension or discharge.

(9) Any other person found in an intoxicated condition on the home grounds shall be subject to arrest and prosecution.

(10) Smoking in bed by members and employes is forbidden, except that bedridden patients in the hospital or infirmary may smoke under conditions prescribed by a home physician.

(11) Curfew shall be at 10:00 p.m. and all lights not needed must be extinguished. No unnecessary noise will be allowed thereafter.

(12) Members, employes, or other persons, shall not enter the garages, sheds, kitchens, laundry, work rooms, pump house, bakery, power house, hospital, dining room, or any other buildings, except on assignment and by written permission of the proper supervising employe.

(13) Marking on walls, defacing buildings, trees, fences, grass or grounds is strictly forbidden. An offender will be held responsible for any pecuniary damages, and may be subject to dismissal from the home or to arrest and prosecution.

(14) The possession of firearms by members, or the discharge of firearms within the limits of the home except by firing squads, is strictly forbidden.

(15) No furniture, equipment or food will be taken from a dining room or kitchen without a written order. In no cottage or dormitory building shall individual cooking be done, no electrical appliances used or laundry work done except by permission.

(16) Water, sweepings, or refuse shall not be thrown upon the grounds, but shall be disposed of as directed. The commandant will make such additional rules regarding cleanliness and care of rooms or buildings as he may deem necessary.

**History:** Cr. Register, February, 1960, No. 50, eff. 3-1-60.

**VA 7.04 Maintenance.** (1) Complete maintenance will be furnished all members in accordance with their individual needs as authorized by the board. For information concerning individual items, see schedule at end of this section.

(2) All clothing issued remains the property of the state of Wisconsin and under department control. Issue of clothing will be on the basis of need. Sale or disposal of issue clothing shall subject a member to immediate dishonorable discharge.

(3) Items of members' comforts will be issued periodically in accordance with a schedule approved by the board. Any member who sells any item of such allowance will be subject to discipline.

(4) Articles of clothing will be replaced only when necessary.

### MAINTENANCE ITEMS

#### Men

CLOTHING		COMFORTS
<i>Summer</i>	<i>Winter</i>	Combs
Bathrobe*	Bathrobe*	Denture or tooth brush
Belt	Belt	Haircut
Handkerchiefs	Handkerchiefs	Paper and envelopes
Neckties	Mackinaw	Razor blades
Pajamas	Neckties	Shaving soap or cream
Rubbers	Pajamas	Shoe laces
Shirts (dress)	Rubbers	Shoe polish
Shirts (khaki)	Shirts (dress)	Tobacco
Shoes	Shirts (khaki)	Tooth paste
Slippers*	Shoes	
Socks	Slippers*	
Suspenders	Socks	
Trousers (khaki)	Suit	
Underwear	Suspenders	
	Trousers (khaki)	
	Underwear	

#### Women

CLOTHING		COMFORTS
<i>Summer</i>	<i>Winter</i>	Combs
Bathrobe*	Bathrobe*	Neck Trim
Corset	Coat	Paper and envelopes
Dresses	Corset	Shoe Laces
Dresses (house)	Dresses	Shoe polish
Dress material**	Dresses (house)	Tooth or denture brush
Handkerchiefs	Dress material**	Toothpaste
Nightgowns	Gloves or mittens	
Panties	Handkerchiefs	
Rubbers	Hat	
Shoes	Nightgowns	
Slippers*	Overshoes or rubbers	
Slips	Panties	
Stockings	Scarf	
Vests	Shoes	
	Slippers*	
	Slips	
	Stockings	
	Vests	

\* Hospital issue.

\*\* If dress is not provided.

**History:** Cr. Register, February, 1960, No. 50, eff. 3-1-60.

**VA 7.05 Inspections.** (1) Supervising employes shall make informal inspections at frequent periods. Reports of any existing unfavorable conditions will be made to the commandant in writing. When formal inspections are scheduled, all members must remain in their quarters until the inspection is concluded. No member will be excused from this inspection, except by the commandant, or in case of sickness, upon recommendation of a home physician.

(2) Clothing, beds, quarters, dormitories and cottages must always present a neat and clean appearance.

(3) Cottages and rooms in the different buildings must be kept open for inspection by supervisors between the hours of 8 o'clock a.m. and 8 o'clock p.m.

(4) An inspection of fire apparatus once each week and a fire drill once each month shall be held under the supervision of the commandant.

**History:** Cr. Register, February, 1960, No. 50, eff. 3-1-60.

**VA 7.06 Discharges and leaves of absence.** (1) The home shall issue 3 types of discharges: (a) Honorable, under conditions mentioned in section VA 7.06 (2); (b) Undesirable, when such action is deemed necessary under section VA 7.02 (11), (12), section VA 7.03 (4), (12); (c) Dishonorable, when such action is deemed necessary for violations under section VA 7.03 (6), (7), (10), (13), (14) and (15).

(2) A member may receive an honorable discharge upon application, provided such member is not in arrears for money due the state, has accounted for all property, and is not under sentence or charges of any kind. Demanding a discharge while under charges or disciplinary measures will be cause for an undesirable or dishonorable discharge.

(3) Leaves of absence may be granted by the commandant for a period of not to exceed 60 days during a calendar year but may be extended by the director if circumstances warrant. Payment to the state, as required by section VA 7.02 (10) above, shall continue during period of such absence. On return, the absence card will be forwarded to the office. No absence without proper permission shall be allowed, except as provided for in section VA 7.07 (6) below. Neither the state nor the home will be responsible for any expense incurred by members while absent from the home. Quarters will not be reserved during any absence unless authorized by the commandant.

(4) The baggage of any member, employe or other person leaving the home may be examined by the person in charge of any building or any person directed to do so by the commandant.

**History:** Cr. Register, February, 1960, No. 50, eff. 3-1-60.

**VA 7.07 Discipline and control.** (1) The home shall maintain a complete record of every offense, showing the name of the offender, date and place of the offense, and the charge and findings. Each offender shall be furnished with a copy of the charge or charges placed against him, and the findings.

(2) No member shall be discharged, suspended, or disciplined in any way without a hearing at a time and place to be fixed by the commandant. A brief statement of evidence furnished by witnesses must be recorded in each case.

(3) All matters involving violations of the civil law shall be turned over to the proper authorities.

(4) The commandant shall dishonorably discharge a member for habitual intoxication, willful disobedience of proper orders, the use of insulting, violent or abusive language or scandalizing the home in any manner.

(5) For the violation of any rule, the commandant shall notify the offender to appear for a hearing. Upon finding of guilt, the commandant is authorized to impose such disciplinary measure as he may deem just and proper, subject, however, to an appeal through the director to the board. Any member desiring to appeal, may make a written application through the commandant and the director to the board.

(6) Members not under charges or disciplinary measure may leave the grounds and return at will between meals, providing they do not create a disturbance. Any absence from meals must be reported in advance to the dining hall.

(7) Any officer, employe or member having grievances or complaints of any kind against the home or its management, may present them in writing to the board through the commandant and the director.

(8) In meting out discipline, the commandant may compel the offender to perform duty, without pay, for such length of time as the nature of the offense merits. In his discretion, he may also suspend any member, or order an enforced leave of absence for a period of not to exceed 60 days, unless the offense warrants the imposition of more drastic discipline as herein provided. Members may be restricted to the home grounds, or designated portions thereof, for the violation of rules and regulations if, in the discretion of the commandant, this seems appropriate punishment.

(9) The commandant may prohibit any member from entering any tavern or establishment in the vicinity of the home. He may also declare any such establishment off limits to all members if such action is considered administratively appropriate for the maintenance of discipline and control.

**History:** Cr. Register, February, 1960, No. 50, eff. 3-1-60.