

cant's admission to the home when the commandant determines that the home will be unable to provide complete medical care.

(16) **CHARGES FOR CARE AND MAINTENANCE.** Charges for care and maintenance made pursuant to s. 45.37 (16) (b), Stats., shall be computed every March and September for the various categories of care provided by the Home and such computations shall be based upon the average daily costs of care for the preceding semi-annual periods of July through December and January through June respectively. Charges shall be made for actual care and maintenance provided, and such charges shall be based upon the average daily costs of care as established by such computations for the various categories of care provided members during the month for which such charges are made.

(17) **DEFINITIONS — "PUBLISHED."** For the purposes of this chapter, "published" means printing of regulations, making them available to members, employes and visitors, and posting them on a bulletin board in a public place on the Home grounds.

History: Cr. Register, March, 1965, No. 111, eff. 4-1-65; am. (3), (6), (7), (9), (13), Register, October, 1967, No. 142, eff. 11-1-67; am. (3), Register, June, 1970, No. 174, eff. 7-1-70; am. (3), and (13), cr. (15) and (16), Register, August, 1972, No. 200, eff. 9-1-72; am. (1) through (7) and (13), r. (15), Register, July, 1976, No. 247, eff. 8-1-76; am. (11), Register, January, 1984, No. 337, eff. 2-1-84; am. (3), (9), (10), (11), (13) and (16), cr. (17), Register, April, 1986, No. 364, eff. 5-1-86; r. and recr. (8), cr. (15), Register, February, 1989, No. 398, eff. 3-1-89.

VA 6.02 Duties and responsibilities of the commandant. The commandant, under the direction of the secretary, shall operate the Wisconsin Veterans Home pursuant to Wisconsin Statutes and in accordance with the policies established by the board. The commandant shall:

(1) Conduct a complete program of medical and nursing care for all members of the Home as their needs may require.

(2) Keep a record of each member of the Home which will include information establishing eligibility for admission, date of admission, personal and financial data, and period of membership.

(3) Have charge and custody of the Home including all property appertaining thereto or within the boundaries thereof, and may take such reasonable steps as may be necessary to safeguard such property including examination of vehicles, baggage, parcels or any property leaving the Home.

(4) Employ such persons as may be necessary and authorized to carry out the functions of the Home.

(5) Designate as deputies such employes as may be necessary to assist in enforcing upon the grounds of the Home the laws of the state of Wisconsin and the rules and regulations governing the Home, and for such purposes, the commandant and the deputies shall have all the powers of constables.

(6) Establish a work therapy program at the Home and permit as many members as possible to participate in this program. Participation in the program shall be voluntary and participating members may work as many hours as they desire up to a maximum of 5 hours per day. Members participating in the work therapy program may retain additional income or be paid for their services pursuant to the provision of s. 45.37 (9) (a) and (c), Stats.

(7) Prepare the Home's biennial budget requests so as to permit the Home to meet applicable minimum standards established by state regulatory agencies and present such budget request to the secretary.

(8) Supervise all funds of the Home and see that proper records are kept, maintain internal fiscal control, account for all funds received and disbursed, and take all necessary steps to recover any property or funds transferred, assigned or withheld contrary to law.

(9) Prepare an annual report covering operations of the Home as soon as practicable after the close of each fiscal year.

(10) Provide a surety bond at the expense of the Home in an amount sufficient to cover the commandant's financial responsibility and be adequately bonded for responsibilities as legal guardian of members and administrator of the estates of deceased members.

(11) Safeguard all records of the Home and maintain the confidential nature of medical and personal information regarding employes and members pursuant to s. 45.36, Stats., and s. VA 1.10, Wisconsin administrative code.

(12) Attend all meetings of the board and King committee and make monthly reports on the operation of the Home.

(13) Submit other reports and attend other meetings upon the request of the secretary.

(14) Authorize emergency first aid medical service to a person not connected with the Home only when transportation to a local doctor or hospital would, in the opinion of the Home medical director, endanger the life of the person.

(15) Establish and publish rules for the regulation of employe conduct.

History: Cr. Register, March, 1965, No. 111, eff. 4-1-65; am. (1), (8), (12), (13), Register, October, 1967, No. 142, eff. 11-1-67; r. and recr. (7), Register, August, 1972, No. 200, eff. 9-1-72; r. and recr. Register, April, 1986, No. 364, eff. 5-1-86.

VA 6.03 Traffic and conduct on home property. (1) **DRIVER'S LICENSE REQUIRED.** No person may operate any motor vehicle on any roadway, driveway or parking lot of the Home unless the person holds a valid and current operator's license or unless exempt from the requirement that such a license be held in order to operate a motor vehicle on the highways of this state, and no person may operate a motor vehicle anywhere on the Home grounds except on a roadway, driveway or parking lot. Members using power wheelchairs are exempt from the requirements of this subsection.

(2) **VEHICLE LICENSE REQUIRED.** No person may operate any motor vehicle on any roadway, driveway, or parking lot of the Home unless the vehicle has been properly registered or unless exempt from the requirement that the vehicle be registered in order that it may be operated on the highways of this state. Members using power wheelchairs are exempt from the requirements of this subsection.

(4) **DUMPING PROHIBITED.** The dumping of any waste, trash, debris, or other rubbish on the Home grounds or along the Home grounds lake-shore is prohibited, except in disposal areas designated by the commandant or elsewhere as may be specifically designated by the commandant.

members while in any hospital or sanatorium away from the Home, and this leave shall not be charged to the 60 day annual allowance.

History: Cr. Register, March, 1965, No. 111, eff. 4-1-75; am. (2), (4), (8), Register, October, 1967, No. 142, eff. 11-1-67; am. (1) to (6) and (9), Register, April, 1986, No. 364, eff. 5-1-86.

VA 6.06 Employe rules. (1) **RULES AND DUTIES.** Employes shall obey all rules prescribed by the commandant, and shall discharge such duties as may be assigned to them by or on the order of the commandant.

(2) **MEMBER TREATMENT.** 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 to the secretary.

(3) **DRUNKENNESS PROHIBITED.** Any employe found in an intoxicated condition while on duty or in such condition on the Home grounds while off duty shall be subject to discipline in accordance with established rules of the personnel board, and may be subject to immediate suspension or discharge.

(4) **FINANCIAL DEALINGS PROHIBITED.** Except as provided in s. VA 6.03 (9), no employe shall sell or solicit the sale of anything of value to a member or buy or solicit the purchase of anything of value from a member, or solicit, receive or agree to receive any compensation, gift, reward or gratuity from any member for any matter connected with or related to the duties of such employe, and no employe shall make any loan to or borrow from any member. An employe may, however, receive from a member a gift of food or handicraft having a nominal value, and may purchase handicraft items produced by members and make purchases from member employes at the Home exchange.

(5) **RESIDENT EMPLOYE POLICY.** The board shall establish by regulation the terms and conditions under which employes shall be required or permitted to live in quarters on the Home grounds. Such regulations shall be published.

(6) **CHARGES TO EMPLOYES.** Employes shall pay for meals, living quarters, laundry and other services furnished to them and their dependents by the Home at rates or charges to be set by the board.

History: Cr. Register, March, 1965, No. 111, eff. 4-1-65; am. (2) Register, October, 1967, No. 142, eff. 11-1-67; r. and recr. (5), and am. (6), Register, August, 1972, No. 200, eff. 9-1-72.