

# 24 Hour Access to Home and Bedroom Lock Policy and Procedure

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## **POLICY**

**Individuals receiving services through Metro Support Services, Inc., have the right to 24 hour a day access to their home and the ability to safeguard their privacy and possessions by having the ability to close their door and have a lock on their bedroom/living unit. If sharing a room, they should have an opportunity to meet and determine if they are willing to share a room. Metro Support does not encourage room sharing and this would only occur at individuals' request.**

## **PROCEDURE**

**Individuals will be supplied a key/key pad code to enter their home/residence.**

**Individuals will be provided a lock and key to their bedroom door and any bathroom they use will have the ability to lock to ensure privacy.**

**Locks should allow people to exit the bathroom/bedroom/unit without delay.**

**Locks that disengage with the turn of an inside knob or push of an inside lever are recommended.**

**Deadbolts or locks that can only be unlocked from inside pose a safety hazard and should not be used.**

**For people who have trouble keeping track of a key/code, staff may be able to help them lock and unlock their door and/or help store the key safely.**

**Host Home Providers should knock and request permission to enter before entering these areas.**

**Host Home providers, in most cases, will also have a key to an individual's bedroom, but only for use in emergency situations or at the request of the individual or their legal representative.**

**Any limitations to this policy, must be addressed and documented in the individual's Person Centered Plan and require a rights' modification, including informed Consent.**