

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - SECURITY
ADMINISTRATIVE DIRECTIVE NO. 810
(Replaces AD 810 dated 2/15/06)

Effective Date: January 11, 2007

SUBJECT: SECURITY SALLYPORTS

I. PURPOSE

To establish the requirements for security screening, staff sallyport access, and sallyport escape controls.

II. AUTHORITY

Department of Mental Health Special Order No. 244.

III. POLICY

All persons and property passing through a sallyport under the control of Coalinga State Hospital (CSH) shall be properly identified and authorized to enter or leave the secured areas of the hospital.

IV. METHOD

Sallyports are traffic control portals. The purpose is to allow authorized personnel and equipment to enter and exit while keeping individuals within the secured area. The Pedestrian Sallyport is the primary entrance and exit point for employees and contractors entering and leaving the security area of the hospital. The Vehicle Sallyport is the only entrance or exit point for individuals and transportation or service vehicles.

V. TRAFFIC (PERSONS AND PROPERTY)

A. CSH Staff:

1. No more than eight people will enter the main sallyport at any one time. Movement in or out of any sallyport will be permitted only after all individuals within the sallyport are properly identified and appropriate clearance has been confirmed.
2. Employees are not permitted to bring extra clothing or other items not essential to their work assignments inside the security area.

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3. The Sallyport Officer is responsible for preventing any unauthorized individuals or items into or out of the secured area of the hospital. Therefore, the officer may limit the number of individuals entering or leaving through the sallyport, or make any other temporary modifications to existing policy or procedures, as he or she deems necessary to maintain the security of the facility.
- B. Surveyors/Inspectors from other Agencies/Departments (Licensing, JCAHO, Fire Marshall, Environmental Health, Public Health, etc.) All Surveyors/Inspectors with the exception of Department of Health Services (DHS) are required to have an escort at all times.
1. During normal business hours: All representatives from DHS and JCAHO shall be requested to check-in with the Administration Building receptionist prior to enter. Escort arrangements shall be addressed by the Standards Compliance Department prior to the representative entering onto the secured grounds. Should the representative visit be critical in nature and prohibit this procedure, the Watch Commander shall immediately notify the Executive Director and Director of Standards Compliance. DHS representatives are not required to have an escort to enter onto the secured grounds.
 2. After normal business hours: The DHS representative shall be required to check-in with the California Department of Corrections & Rehabilitation (CDCR) located in Building 30. The CDCR shall immediately contact the Hospital Police Service's Watch Commander to inform him/her of DHS's arrival. The Watch Commander shall immediately contact the Executive Officer of the Day (EOD) and the Director of Standards of Compliance (DSC). The EOD shall ascertain the purpose of the visit and take every measure necessary to ensure that the requested person(s), materials or location is made accessible to the DHS representative. In the event that there are questions or concerns regarding the DHS representative's protocol or regulation interpretation, the DSC shall be contacted by the Watch Commander or EOD for consultation and/or clarification. DHS representatives are not required to have an escort to enter onto the secured grounds. In the event the representative requests an escort, arrangements shall be made by the Watch Commander prior to the representative entering into the secured grounds.
 3. The EOD is also responsible to notify the Executive Director and for returning to the facility to meet with the Surveyor/Inspector, prior to their departure, to review pertinent findings.
 4. Must be escorted by CSH staff member at all times.

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- C. Outside Professional Services (Physicians, Attorneys, Ministers, etc.):
 - 1. Requires approval by Executive Director, Medical Director, Hospital Administrator, Clinical Administrator or designee.
 - 2. In all instances, the approving power granting approval is responsible for the actions of those individuals granted entry.
 - 3. Must be escorted by CSH staff member at all times.
- D. Individual's Recreation/Education/Entertainment Groups:
 - 1. Requests for hospitalwide patient events are processed through the Clinical Administrator for Executive Staff approval. The Chief of Central Program Services is responsible to coordinate the request that will include a description of the benefit(s) to the Individual.
 - 2. Upon approval by Executive Staff, the Chief of Central Program Services will submit a list of participants to the Chief of Police no later than 10 business days prior to the scheduled date of the event.
 - 3. The Chief of Police/designee will conduct a clearance check of all Individuals/groups and report those findings to the Clinical Administrator and the Hospital Administrator no later than 5 days before the scheduled date of the event.
 - 4. Must be escorted by CSH staff member at all times.
- E. Labor Relations (Union Officials):
 - 1. Requires approval by the Executive Staff, Personnel Officer, or Labor Relations Officer with notification of the Chief of Police or on-duty Watch Commander.
 - 2. Must be escorted by CSH staff member at all times.
- F. Public Officials, Dignitaries, Media, Hospital Advisory Board, etc:
 - 1. Requires approval of the Public Relations Officer and Executive Staff with notification of the Chief of Police or the on-duty Watch Commander.
 - 2. Must be escorted by CSH staff member at all times.
- G. Trades and Sales Persons (Repair, Construction, Installation, etc.):
 - 1. Requires approval by supervisory personnel of the department requesting services and provision of escort services with notification of the Chief of Police or the on-duty Watch Commander.

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2. Must be escorted by CSH staff member at all times.

H. Volunteers:

1. The names of volunteers will be submitted to the Chief of Police. The Chief of Police/designee will conduct a clearance check on all potential volunteers and report the results to the Hospital Administrator and the Clinical Administrator.
2. Must be escorted by CSH staff member at all times.

I. Individuals' Visitors:

1. Visits on the units for scheduled functions require clearance by the Program Director, and approval by the Medical Director, 10 days in advance of the event.
2. After approval is obtained, the Program Director will submit a visitor list to the Chief of Police, and a clearance check will be conducted on the prospective visitors. Findings will be reported to the Program Director.
3. After normal business hours, unscheduled visits require clearance and approval by the EOD.
4. In the event a patient is critically ill, the EOD, DPS Watch Commander, or Medical Officer of the Day (MOD) may authorize a visitor at any hour.

J. Juveniles:

1. Children under the age of eighteen (18) are not permitted within the security area without special permission of the Executive Director.
2. Children shall remain in the immediate area of their adult escort at all times while on hospital property.

K. All Others:

1. Access into the security area of the hospital for any other persons is not authorized without the permission of the Executive Director or the Chief of Police.
2. The Executive Director or Chief of Police will assign an escort if needed.

VI. SECURITY SCREENING

- A. All persons entering the security area are subject to a search of their person and property to prevent the movement of contraband or restricted items into or out of the security area of the hospital.

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- B. Any person refusing to comply with the security screening procedure will be denied access to or egress from the hospital.

VII. HOSTAGE(S) IN SALLYPORT

- A. Under no circumstances shall a sallyport be opened to permit an Individual to escape.
- B. CSH maintains a no hostage policy.



W. T. VOSS
Executive Director

Cross Reference(s):

- A.D. No. 162 – Executive Officer of the Day (EOD)
- A.D. No. 620 – Off-Unit Individual Movement and Supervision
- A.D. No. 638 – Hospital-Wide Events Involving Individuals
- A.D. No. 730 – Safeguarding & Control of State and Personal Property
- A.D. No. 814 – Individual Counts
- A.D. No. 818 – Contraband
- A.D. No. 822 – Photo Identification Cards
- A.D. No. 858 – Key Control