

SECTION - SECURITY
ADMINISTRATIVE DIRECTIVE NO. 818
(Replaces A.D. No. 818 dated 1/19/07)

Effective Date: July 12, 2007

SUBJECT: CONTRABAND

I. PURPOSE

To provide staff, Individuals and all others with the information as to what items will not be permitted, or shall have restrictions placed upon their use or possession within the confines of Coalinga State Hospital (CSH). A secondary purpose is to provide a means for amending these listings and to ensure that this information is readily available.

II. AUTHORITY

Department of Mental Health, Special Order 239.02.

III. POLICY

By Order of the Hospital Executive Director, a listing of contraband items, separated by category, be established, maintained, reviewed and distributed.

IV. METHOD

All material or articles listed as a result of this directive have been determined to be contraband. Items that can reasonably be considered dangerous, injurious or a threat to the security of the hospital shall be immediately removed. Any such item shall be immediately submitted to Police Services for evaluation. This may result in a written request to the Executive Director for possible addition and inclusion to the existing lists of contraband items.

V. RESTRICTED AND CONTROLLED ITEMS

- A. The Executive Director shall have all contraband items listed in specific categories.
- B. The completed Contraband List (Attachment A) will be reviewed not less than quarterly by the Contraband and Technology Transfer Committee and submitted to the Executive Director for review.
 - 1. Suggestions for adding or deleting items to the contraband list, or for changing the contraband category of any item should be submitted in writing directly to the Chief of Police who serves as the chairperson for the Contraband and Technology Transfer Committee.

2. Both the Executive Director and the Chief of Police are authorized to declare an item to be contraband immediately when emergency circumstances are present. The item shall remain contraband until reviewed by the next scheduled contraband committee meeting. Declaration of contraband items shall not directly apply to Law Enforcement Officers while in the performance of their duties.
- C. The resulting contraband list will be given the widest reasonable distribution.
- D. It is the responsibility of each employee to remain familiar with these categories and the listed items.

VI. CATEGORIES

- A. Class 1 – Items in this category are prohibited in all areas of the facility and shall not be brought onto the hospital grounds unless specifically authorized by the Executive Director.
- B. Class 2 – Items in this category shall not be brought inside the secured areas of the hospital unless specifically authorized by the Executive Director.
- C. Class 3 – Individuals are not allowed to have any of the items listed in this category in their possession.
- D. Class 4 – Only Individuals under the direct supervision of a staff member may use the tools and materials listed in this category. It shall be the responsibility of the assigned employee to ensure that all items are used for the purpose intended and that each item is accounted for and secured after use. Items in this category may be further limited as to location, time, purpose or any other restriction.
- E. Class 5 – A method of control needs to be exerted on the items listed in this category so that they can be accounted for when necessary and not allowed when the Individual is unknown to the team, presents as unable to responsibly use the item, or there is evidence of misuse. The staff/team issuing the item will be responsible for ensuring that a method for control is present and restrictions are implemented.

VII. EMPLOYEE RESPONSIBILITIES

- A. All personnel shall recognize the importance for the control of contraband. No employee shall knowingly allow contraband onto the grounds of CSH, or within the secured areas of the facility in violation of this directive.
- B. All employees shall receive in-service training on control of contraband during their orientation to the hospital. All employees shall receive additional, ongoing or remedial training in accordance with the hospital's training standards.

- C. All employees, in conjunction with Police Services, shall be responsible for instructing outside contractors and other service providers in matters relative to contraband and special precautions that shall be taken within the secured areas of the hospital.
- D. Personnel shall not bring more medication into the security area than is required for their shift. All employees shall inform their supervisors daily of any medications in their possession while on duty. This applies to both prescribed and over the counter medications.
- E. Any missing contraband or lost items which may cause a breach in security or potential danger to Individuals and staff shall immediately be reported to Police Services. The Department of Police Services shall maintain a record of all reported items and whether they were subsequently recovered or remain missing. The information from these records will be forwarded to the Hospital Administrator on a monthly basis.

VIII. DISPOSITION

- A. Class 1 and Class 2 contraband items, those not allowed on hospital grounds and not allowed inside security, will be disposed of by Police Services in the manner prescribed by law.
- B. Class 3 contraband items, those not allowed in the Individual's possession, may be stored until returned to the Individual at the time of his release, mailed, destroyed, or turned over to his guardian. Determination of disposition may be made by the Individual if within the rules and regulations of CSH. Any costs involved with the disposition will be the responsibility of the Individual.
- C. Class 4 and Class 5 contraband items shall not be returned until adequate supervision or control has been restored.

IX. CONTROLS

- A. All gifts and donations intended for Individual use must be cleared through Police Services prior to distribution. Gifts or donations will not be given directly to the Individual until approved by Police Services.
- B. Newly admitted Individuals and their property shall be thoroughly searched by Police Services.
- C. Any item brought by a visitor to be given to an Individual will be treated in the same manner as a package received through the mail.
- D. All Individuals shall be searched when leaving the visiting room.
- E. All persons passing through the sallyports are subject to inspection for contraband.

- F. All areas of the hospital shall be periodically inspected for contraband. Inspections may be made at any time by Police Services personnel or other employees within their area of responsibility.
- G. All contraband items shall be confiscated immediately by a staff member and turned over to Police Services as soon as possible. If, during the course of, or as a result of, a formal shakedown, contraband items are found in an Individual's possession, documentation shall be entered into the Individual's record. A Special Incident Report may also be required. Should contraband be seized from an employee, appropriate disciplinary action shall be taken.
- H. The Canteen will submit proposed or new items to the Contraband and Technology Transfer Committee for review and approval prior to offering them for sale.
- I. Should money, cash, phone cards of any type, or legal tender be found through any means, it will be turned over to Police Services in order to determine if a crime has taken place. If no criminal act is identified, these items will be forwarded to the Trust Office for proper disposition.
- J. All reports will clearly indicate the transfer, storage, final disposition or destruction of all contraband.
- K. When otherwise legal items are taken from any Individual by Police Services as evidence or for safekeeping, a receipt will be provided.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

- A.D. No. 606 Complaint Procedure, Individuals
- A.D. No. 626 Individuals' Property and Storage
- A.D. No. 654 Individuals' Personal Computers
- A.D. No. 658 Individual's Use of Electricity and Electrical Devices
- A.D. No. 738 Individual Visiting Regulations
- A.D. No. 810 Security Sallyports
- A.D. No. 830 Special Incident Reports
- A.D. No. 842 Individuals' Dress Code and Clothing Regulations

Attachment A – Contraband List

COALINGA STATE HOSPITAL**CONTRABAND LIST**July 9, 2007**CLASS 1 – NOT ALLOWED ON HOSPITAL GROUNDS:**

Not allowed on hospital grounds unless specifically authorized by the Executive Director. Items in this category are prohibited in all areas of the facility and shall not be brought onto the grounds of the hospital.

1. Illegal drugs.
2. Alcoholic beverages.
3. Explosives.
4. Firearms or ammunition.
5. Weapons designed to inflict bodily harm (e.g., swords, spears, daggers).

CLASS 2 – NOT ALLOWED INSIDE SECURITY:

Unless specifically authorized by the Executive Director, the following items in this category shall not be brought inside the secured areas of the hospital.

1. Chemical dispensing control devices (e.g., mace, pepper spray, tear gas).
2. Chemicals not approved by the Health and Safety Department (e.g., ammonia).
3. Chewing gum.
4. Metal combs.
5. Metal files including fingernail files over 1.5 inches long.
6. Fountain pens.
7. Knives.
8. Material giving instructions on escape, bomb making, bugging, surveillance, surreptitious entry, acts of violence.
9. Balloons.
10. Umbrellas (to be stored in Building 20, when holders are installed by Plant Ops).

11. Local city, county regional newspapers or magazines including the Coalinga Record and the Fresno Bee.
12. Excess clothing.
13. Cellular telephones (State Issued is authorized).
14. Flammable liquids.

CLASS 3 – NOT ALLOWED IN INDIVIDUALS' POSSESSION:

At no time will Individuals be allowed to have any of the items listed in this category in their possession.

1. Luggage, including gym bags, valises, attaché cases, backpacks or fanny packs (exception is HIMD delivery satchels).
2. Matches of any type or cigarette lighters.
3. Alarm clocks, which are not of a battery operated solid state manufacture. Plastic 3" x 5" or smaller.
4. Patient combs, hairbrushes and personal care items not made of a flexible plastic material of less than seven inches in overall length.
5. Personal care product containers, which are not clear permitting a visual inspection of the contents.
6. Herbal teas not purchased from the canteen or from an approved vendor.
7. Drugs or medicated products not provided by the hospital.
8. Keys or key rings.
9. Legal documents: identification items or financial payment methods, including but not limited to, driver's license, birth certificates, bonds, Social Security cards, credit cards, bank books, check books, power of attorney, or any form of identification not provided by the hospital. This includes documents that reveal any type of individual personal credit card/account numbers and/or financial information associated with but not limited to credit card statements, bank statements, etc. Individuals may review this documentation with the Trust office.
10. Letter openers that could be used as a weapon.
11. Make-up or material used for make-up.
12. Any sexually explicit images or sexually provocative or nude images of children or any image in violation of the conditions of parole.

13. Maps of Fresno, Kings or Monterey Counties or any source literature providing directions or landmarks of the area.
14. Any material that depicts a rape, beating, sadomasochistic act, child erotica, crime of violence or any photo of an Individual's victim.
15. Mirrors.
16. Mirrored sunglasses.
17. Money, money orders, copies of money, foreign or domestic.
18. Metal picture frames and metal pronged fasteners, paper clips or loose staples other than those left intact in magazines.
19. All personal civilian clothing. Exception: approved tennis shoes, white bandanas, sandals, black wave cap, beanie and knit caps (see AD 626).
20. Pictures of the Individual alone or of another Individual, except for the Individual's hospital identification card.
21. Pressurized dispensers.
22. Cable boxes, VCR tapes or personal cameras.
23. Products that contain alcohol content sufficient to be considered to be combustible.
24. LCD, battery operated devices including recording or electronic or mechanical transmitting devices, metal antennas or remote speaker to operate; radios or scanning/monitoring devices capable of receiving law enforcement or fire emergency broadcasts.
25. Headphones shall not contain steel in the headband and the wire from the headset is limited to not more than 48 inches in length. Headphones shall not have a heavy cord and will not cover the ear in such a way as to block out sound from the environment.
26. External speakers are not allowed.
25. Rubber bands.
26. Styrofoam in any form.
27. Saw blades or jeweler's wire.
28. Blank State of California, Department of Mental Health, Coalinga State Hospital or other hospital related letterhead or stationary.

29. Shoehorns.
30. Telephone directories.
31. Concentrated cleaning chemicals.
32. Thermo cups.
33. Pens exceeding 3.5 inches in length.
34. Biohazardous Waste.
35. Hair care or cosmetic products containing caustic or toxic chemicals.
36. Correction fluid or "White Out".
37. Battery chargers for AAA, AA, C, D, and 9 volt batteries. Chargers that come with Laptops and other approved electrical devices are allowed.
38. Musical greeting cards.
39. Collectable trading cards.
40. Spices other than those available through the canteen or dining room.
41. Loose shoelaces, rope or cord.
42. No bottles of any size or material.
43. Reinforced envelopes.
44. Adhesive mailing labels.
45. Cardboard.
46. Metal foil.
47. CD or DVD plastic Jewel Cases. (cassette jewel cases are allowed)
48. Satellite Radios.
49. Shortwave or CB type radios of any type.
50. Global Positioning System devices of any type.
51. Any electronic devices considered new technology. Electronic items not specifically listed as Allowable, will be considered Contraband.
52. Handkerchiefs or bandannas that are not plain white in color.

53. Sunglasses worn indoors that are not prescribed for treatment of photophobia.
54. Desktop type computers of any type.
55. Telephone Calling Cards.

CLASS 4 – SUPERVISED ITEMS:

Only Individuals under the direct supervision of a staff member may use the tools and materials listed in this category. It shall be the responsibility of the assigned employee to assure that all items are used for the purpose intended and that each item is accounted for and secured after use. Items in this category may be further limited as to location, time, purpose or any other restriction.

Under appropriate conditions, the following items may be used on units:

1. Aerosol dispensers.
2. Sports, recreational and work assignment equipment that could possible be used as a weapon or as an escape tool.
3. Any ready to use cleaning substances containing potentially harmful ingredients such as bleach, ammonia, alcohol or similar compounds.
4. Drawing compasses.
5. Dental floss.
6. Ink, chalk or pastels.
7. Hypodermic needles.
8. Electric razors will be used.
9. Sandpaper or emery cloth.
10. Safety scissors.
11. Eating or cooking utensils.
12. Electrical appliances not approved for Individuals' use (see Class 5 below).
13. Gloves for specific work assignments.

The following items may be used by responsible Individuals only in appropriate off unit locations under the direct supervision of staff.

1. Combustibles or flammables.
2. Electronic gear or parts.
3. Metal files.
4. Glass, glass containers or ceramics.
5. Metal or metal containers.
6. Glue, paints, lacquers, shellacs, acetone or other solvents.
7. Rope, twine or cord.
8. Ladders.
9. Sandpaper or emery cloth.
10. Tools.
11. Calligraphy pens.
12. Pencils less than 3.5 inches.
13. Beading needles.

CLASS 5 – CONTROLLED ITEMS:

A method of control needs to be exerted on the items listed in this category so that they can be accounted for when necessary and not allowed when the Individual is unknown to the team, presents as unable to responsibly use the item, or there is evidence of misuse. The staff/team issuing the item will be responsible for ensuring that a method for control is present and restrictions are implemented.

2. Denture cleaner.
3. Dice.
4. Musical instruments.
5. Phonograph records, cassette tapes, CDs, CDRWs, and DVDs.
6. Shoe polish.
7. Tape of any kind.

8. Toothbrushes exceeding 4" in length.
9. Plastic bags not supplied by the hospital.
10. Fingernail clippers.
12. Approved personal tennis shoes that are designed with or without laces.
13. All electrical appliances and their cords. These electrical items must be engraved, itemized and labeled.
14. AC adapters.
15. Cordless surge protectors (only single outlet protectors are allowed).