

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - SECURITY SERVICES
ADMINISTRATIVE DIRECTIVE NO. 820
(Replaces A.D. No. 556 dated 12/7/06)

Effective Date: April 25, 2007

SUBJECT: SEARCH POLICY AND PROCEDURES

I. PURPOSE

To provide the proper procedures to be followed by staff when conducting individual area, or hospital-wide searches for contraband.

II. AUTHORITY

Department of Mental Health (DMH) Special Order Numbers 239.02 and 245.01.

III. POLICY

The systematic identification and removal of potentially dangerous items and contraband material through standardized search procedures support a safe, secure environment for Individuals and staff. Full consideration is given to the Individuals' rights. In all instances in which a search or an inspection is conducted in an Individual's living area, property shall be left in a reasonably neat and orderly fashion. Care shall also be taken to avoid damage to or loss of the Individual's personal property. Monitoring of search policies and procedures is the responsibility of the Contraband Committee.

IV. METHOD

A search is a thorough inspection and examination of any unit or area within the secured areas of the hospital by a designated Search Team. A search may include an examination of all Individuals and property in the area.

- A. Random Search - Safety procedures within a maximum-security institution necessitate random, unannounced searches of the Individual's sleeping areas, units, other areas frequented by Individuals, or the entire hospital.
- B. Search for Cause - Any hospital employee may initiate a search of any area or person when there is reason to suspect the presence of contraband or other conditions, which would constitute a breach to the security of the hospital or the safety of Individuals or employees.

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V. TRAINING

Employees whose job classification requires current search training must receive initial in-service training in search procedures with a review occurring every two years to include Native American Spiritual items (See A.D. No. 642). Search Team Captains shall receive additional training, certification, and updates. Training and the level of staff training compliance shall be monitored by the Training Department and shall be reported to the Contraband Committee annually.

VI. AUTHORIZATION FOR SEARCHES

- A. Unit or area supervisors must authorize any search in which a Search Team is not needed. These include random and for cause searches of small areas or of each Individual. An area supervisor is defined as the person who is in charge of a specific area at the time of inspection, search or exam (Unit Supervisor, Department Head, Program Director, Rehabilitation Therapist, Hospital Police Officer, etc.).
- B. Program Directors, department heads (Designees), or Executive Officer of the Day (EOD) must authorize any search in which a Search Team is needed.
- C. A hospital-wide search can be authorized only by the Executive Director, Medical Director, Hospital Administrator, Clinical Administrator, or EOD. The Police Services Watch Lieutenant has the responsibility of making a recommendation regarding an order for a hospital-wide search to the Executive Director or Designee when an emergency situation is present.

VII. INDIVIDUAL SEARCH AND INSPECTION

- A. Inspections:
 - 1. Security and Sanitation Inspections:
 - a. The Individual's sleeping areas shall be visually inspected on a daily basis, preferably, when the Individual is present. The Individual's private locker is not included in the inspection. Inspections of all areas are made daily by the area supervisor.
 - b. Only those staff authorized by the unit supervisor, area supervisor or Police Services Watch Lieutenant shall conduct the random inspection.
 - 2. Patient Property Inspections:
 - a. In order to ensure compliance with administrative directives regarding patient property, the Individual's private locker may, from time to time, be inspected by the area supervisor and/or Designee.

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- b. The Individual is informed and allowed to be present during a property inspection of his locker.
3. If any personal items are removed from the Individual's sleeping area, the Individual is to be given notification, in writing, (See Attached Form) of the articles removed, the reasons for removal and the disposition of the articles. (This involves only those items considered contraband or detrimental to treatment, which will not be returned to the Individual.) Discovery and confiscation of contraband items require reporting to Police Services and the filing of a report by the assigned Hospital Police Officer (HPO).

B. Random Searches:

A search of patient living areas shall be conducted a minimum of once weekly as a part of each unit or area routine. In order to reduce predictability of searches and to deter the transfer of contraband items between Individuals for storage, the individual patient living areas may be searched more than once weekly.

1. The Program Director or department head approves a written policy statement.
2. The Individuals are informed about the procedure as a part of their orientation to the unit.
3. The Individual is informed and allowed to be present during the search of his area.
4. A record or log of all random searches is maintained containing:
 - a. Date and time
 - b. Area searched
 - c. Condition of the area
 - d. Employees who did the search
5. The Program Director or department head is informed of the results of the searches.

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C. Searches for Cause:

It is sometimes necessary to search a specific Individual's personal storage area when there is reason to believe that contraband is present or a condition exists, which poses a threat to the security of the hospital or the safety of Individuals and employees. The unit supervisor or area supervisor (Designee) must authorize such a search and designate the number of employees to be present while the search is conducted. The Individual shall be present during an individual search of his personal storage areas. Nursing staff will enter a note in the Individual's chart, including the reason for the search and any significant findings.

D. HPOs are the area supervisors for the main corridors, main courtyard, and visiting room. In these areas, it is sometimes necessary to search and/or do a personal search when there is reason to believe that contraband is present or a condition exists that poses a threat to the security of the hospital or the safety of Individuals and employees. When HPOs initiate the search, they will notify the Individual's treatment team, and enter a note in the Individual's chart, including a description and disposition of any contraband found. The HPO will also complete any appropriate Department of Police Services (DPS) reports.

E. Random Searches:

HPOs may conduct random searches of Individuals and their property in off-unit areas. To maintain safety in a maximum-security institution, all Individuals are subject to search when entering and exiting any off-unit area (i.e., main courtyard, visiting room, main corridors, etc.). When any contraband is found, the initiating HPO will notify the Individual's treatment team and nursing staff shall enter a note in the Individual's chart, including a description and disposition of the contraband, which was found. The HPO will also complete the appropriate DPS reports.

VIII. SEARCH CAPTAINS/CO-CAPTAINS

- A. All HPOs are trained as Search Captains and the Watch Lieutenant assigns Search Captains as needed.
- B. DPS will maintain an adequate number of employees trained as Search Captains to assist when needed with searches.

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IX. UNIT OR AREA SEARCH

- A. When the Program Director or department head orders or approves a unit or area search, the need for a search crew must be assessed. If a search crew is needed, the Program Director or department head (Designee) shall inform the DPS Watch Lieutenant of the need to recruit a search team and specify the location of the search. They will also notify Nurse of the Day (NOD)/EOD that a request was made. The area supervisor will initiate a Special Incident Report (SIR) when the search is requested.
- B. Employees on the unit or assigned to the area where the problem exists should quickly and unobtrusively take measures to improve the security of the area (i.e., lock up supervised controlled items, etc.). They should also move Individuals to an area where they can be constantly observed by staff who are familiar with the Individuals; locking private rooms, dormitories, etc., as they are vacated; locking storage areas, etc., in preparation for the search crew. This area (i.e., dayroom, courtyard, other) may be chosen as appropriate to circumstance (i.e., weather, other). The home unit staff is responsible for supervising Individuals during the search, and should assist in body searches when necessary.
- C. The Watch Lieutenant shall select a Search Captain and coordinate with the captain the selection of co-captain(s) and a gathering location for the team.
- D. The Watch Lieutenant, the area supervisor, and the Search Captain shall establish a plan for carrying out the search after considering the cause of the search, the area to be searched, and other pertinent facts.
- E. The unit/area supervisor shall have responsibility for their Individuals and staff when a search is required for their area. The Search Captain shall have the responsibility and authority to see that the search crew conducts a proper and thorough search. The unit/area supervisor (Designee) shall be present while the search is being conducted.
- F. The unit supervisors will have master locker keys and are responsible to open the lockers during a search. If the search is held after-hours or on weekends, the unit supervisors key ring can be issued to the shift lead with clearance from the Program Officer of the Day (POD).
- G. The purpose for issuing a master locker key is that if there is reason to believe that contraband or a condition exists that poses a threat to the security of the hospital, and/or safety of Individuals and employees, having a master locker key will expedite a quick and thorough search of the Individuals' rooms.
- H. DPS shall then contact the nursing coordinator of each program, if on duty and request a search crew equal to, but not less than, one person from each unit in the program. In the absence of the nursing coordinator, DPS shall call each unit asking that an employee report to a designated assembly area for a search crew.

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- I. To avoid sending a warning to Individuals that a search is about to occur, search crew members may be asked to assemble in a specified area. Crews should be assembled as quietly and unobtrusively as possible. A minimum search crew shall consist of a captain, two co-captains, and a reasonable number of crewmembers. Employees reporting for search duty shall sign in and indicate the unit that sent them. For example, a borrowed employee should indicate the unit they were actually working.
- J. The Chief of Protective Services/Designee has the authority to order participation on a search, keeping in mind the safety factor. Any employee failing or refusing to perform this duty shall submit, in writing, their reasons for doing so to their unit/area supervisor.
- K. After the search crew has assembled; each person will be oriented and assigned a co-captain and area of search. The crew will then leave as a group from the assembly area. Each co-captain will be responsible for listing the employees assigned to them and the areas they are responsible for.
- L. All members of the search crew will be responsible for searching all suspected areas as closely as possible, including dirty clothing, linen and trash containers while preserving the integrity of the area being searched and the rights of the Individuals. Two to three Individual volunteers approved by the Unit supervisor/Designee, may be utilized to provide a roving presence in a manner, which provides observation of the process without interference. These Individual observers may be required to submit to pat-down or other authorized search any time they enter or exit the unit during the course of the search. The search may proceed if no Individuals volunteer to be observers.
- M. Legal documents and personal correspondence will not be read during a search. All non-contraband personal items will be returned to the Individual after the search. These personal items will be returned to the Individual in the same condition that they were found.
- N. All contraband found during a search will be placed into plastic bags and labeled in a clear and conspicuous manner. Labeling must indicate a brief description of contents, location where found, time found, and the name and title of the employee finding the contraband. All contraband will be gathered in a central location where two (2) employees are assigned to list and maintain security of the contraband. The Contraband Committee will maintain a current inventory of missing items by comparing the Contraband Reports with the Missing Items Report.
- O. During the course of the search, all Individuals in the area will be subject to a search of their clothing. A body search will only be justified if the item sought is small enough to be hidden in a body cavity. A body search will be conducted according to the procedures authorized.

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- P. At the conclusion of the search, the following steps shall be followed:
1. Co-captains are responsible to see that their assigned areas have been thoroughly inspected and left in order. Each co-captain shall report to the captain and area supervisor and advise when their area is complete. The captain and area supervisor shall perform a final check before the captain releases the crew.
 2. No one shall leave the search area without permission of the Search Captain.
 3. The area supervisor and Search Captain shall complete a search report. The report will be collected by DPS and routed to the Program Director/ department head, Chief of Protective Services, Clinical Administrator, Hospital Administrator, Medical Director, Director of Standards Compliance (as a recipient of the Search Report), and Executive Director, then returned to Police Services for appropriate filing. Each report shall be reviewed at the next meeting of the Contraband Committee.
 4. Each Individual will be notified in writing of personal property confiscated, as contraband and a note will be entered in the Individual's chart documenting the confiscation and notification.

X. SEARCH PROCEDURE (HOSPITAL-WIDE)

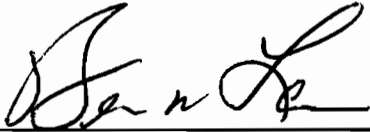
- A. When a hospital-wide search has been approved, Department Heads/ Supervisors with responsibilities inside the secured facility will redirect any available staff who normally work inside the facility to the staging area.
- B. The employees shall perform duties as assigned by the Search Coordinator/ Search Captain. Non-Level-of-Care staff who normally work inside the facility may be assigned to part of the search team.
- C. The Search Captains/Coordinator will make every attempt to utilize the staff according to their classification, skills, ability, training, and attire. However, it may become necessary to utilize all CSH staff available for a hospital-wide search.
- D. The Hospital Search Coordinator will assign a police supervisor to the Staff Resource Pool to assist in authorizing and distributing personnel as needed to complete the search of the hospital.
- E. All employees not needed for Individual/area coverage will report to the staff resource pool for assignment.
- F. The administrator who calls for the search will notify the Chief of Protective Services or Designee. The Chief of Protective Services will assign a DPS Supervisor as Hospital Search Coordinator.

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- G. The Hospital Search Coordinator will hold a briefing with all administrators (Executive Director, Clinical Administrator, Hospital Administrators, Program Directors, Department Heads, and Patients' Rights Advocate).
- H. Communication with the Hospital Search Coordinator and the Command Center will be through the Program Director and department head or their Designees only.
- I. The call for an Actual Count will go out on the public address system. When each area has been secured and the Individuals are on the units, an actual count will be taken and the search of each unit and area will begin.
- J. The public address system will also be utilized for announcements at the direction of the Hospital Search Coordinator. Any questions regarding to the search will be directed to the coordinator.
- K. Each courtyard is to be searched by the department or program with access to it. DPS is responsible for searching the main courtyard.
- L. The Hospital Search Coordinator will direct the support services, including removal of trash outside of security for further inspection before being released for disposal, and continuation of essential services such as laundry and food service, etc.
- M. As each area completes its search; the area/unit supervisor will notify their department head/Program Director that the search has been completed and the number of employees who are available to assist in searching other areas. The department head/program director will notify the Hospital Search Coordinator of this. The area/unit supervisor will then complete the report on search procedure and deliver it to the department head/program director.
- N. No employee assigned to the secured area may leave the hospital until such time as the hospital-wide search is completed. Any exception will be made via an egress slip signed by the Program or Department Director and sent to the Search Coordinator.
- O. At the conclusion of the search, the Hospital Search Coordinator will complete a written report to the Executive Director, summarizing the reason for the search, length of time, overtime used, results, and complications. Copies of the written report shall be sent to the Director of Standards Compliance and the Chair of the Contraband Committee for review at the next scheduled meeting.
- P. All contraband recovered during the search will be bagged and clearly marked as to where and when recovered, who recovered the item(s), what the item was, if it was found in possession of a patient and the patient's name. The bagged contraband item(s) will be turned over to Police Services. The Contraband Committee will maintain a current inventory of missing items by comparing the Contraband Reports with the Missing Items Report.

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- Q. When the Hospital Search Coordinator announces that the search has been concluded, and not before then, trash will be placed in the main hallway for pick up by Plant Operations.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

- A.D. No. 230 Contraband and Technology Transfer Committee
- A.D. No. 642 Native American Spiritual Items
- A.D. No. 814 Individual Counts
- A.D. No. 818 Contraband

Attachment – Receipt for Confiscated / Destroyed Property

Coalinga State Hospital

RECEIPT FOR CONFISCATED / DESTROYED PROPERTY

Date: _____

Unit # _____

Case # _____

QUANTITY	ITEM / DESCRIPTION	DISPOSITION

You have the right to know that the property itemized above has been confiscated or destroyed to maintain compliance with Coalinga State Hospital security standards (Under the authority of Administrative Directives 818, 626 and 556). For specific details on process and procedures talk with your Unit staff.

Your signature does not imply agreement with the process, only notification of the removal of the above listed items.

Patient Signature: _____

Employee Name: _____

- Distribution:
- White Patient Chart - misc.
 - Yellow DPS Report
 - Pink Attached to property
 - Gold Patient

RECEIPT FOR CONFISCATED/DESTROYED PROPERTY

ADDRESSOGRAPH

CONFIDENTIAL PATIENT INFORMATION
CALIFORNIA W & I CODE 5328"

File under Miscellaneous