

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - SECURITY
ADMINISTRATIVE DIRECTIVE NO. 822
(Replaces AD 822 dated 12/15/05)

Effective Date: November 9, 2006

SUBJECT: PHOTO IDENTIFICATION CARDS

I. PURPOSE

To provide those employees, Individuals served, contracted service providers, and other visitors entering the secured areas of the hospital with the procedures required to obtain the appropriate identification badge.

II. AUTHORITY

California Code of Regulations, Title 22, Section 71521(d).

III. POLICY

Coalinga State Hospital (CSH) will ensure that all hospital employees, Individuals served, and contracted service providers are provided with appropriate identification badges.

IV. METHOD

- A. All employees of the hospital having contact with Individuals served, including students, interns, and residents, shall wear an identification badge bearing their name and vocational classification.
- B. All Individuals served in the hospital shall wear an identification badge bearing their name and identification number.
- C. All persons entering the secured areas of the hospital must wear an approved form of identification at all times, regardless of employment status.
- D. Identification badges will be worn no higher than shoulder level, but above the waistline, and with the photograph facing forward and unobstructed from view.
- E. No stickers, pins, decals, labels or other unauthorized items are to be attached, either permanently or temporarily, to an identification badge.
- F. All identification badges are issued by the Department of Police Services and remain the property of CSH.

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V. TYPES OF IDENTIFICATION CARDS

- A. WHITE with BLUE BANNER (DESIGNED HORIZONTALLY) - Designates an employee of CSH and is permitted to be within the secured areas of the hospital without an escort. The employee's photograph is on the badge. The holder retains the badge.
- B. WHITE WITH BLACK TEXT (DESIGNED VERTICALLY) - Designates a CSH Individual. The Individual's Photograph, Last Name, First Name Initial, and CSH identification number is on the badge.
- C. WHITE WITH BLACK TEXT (DESIGNED VERTICALLY) - Designates a California Department of Corrections & Rehabilitation (CDCR) Individual. The Individual's photograph is on the badge.
- D. YELLOW - Designates a non-employee service provider or visitor who is permitted within the secured areas of the hospital without an assigned escort. The service provider's photograph is on the badge. The badge is retained by the holder. This badge holder is required to have a Livescan, T.B. test and medical performed.
- E. GREEN - Granted to non-employee visitors, service providers or other persons who are permitted within the secured areas of the hospital while under escort by a staff member. The badge is numbered but does not contain a photograph. It is retained by the hospital to be issued when access is granted. This badge holder is required to have a CLETS printout.
- F. WHITE with BLUE BANNER (DESIGNED HORIZONTALLY) Marked "Temporary Badge" - Allows temporary full access through the main sallyport for staff who do not require an escort and are unable to present their employee badge at the time of entry. The badge is numbered and does not contain a photograph. It is retained by the hospital when access is required.
- G. WHITE with RED BANNER (DESIGNED HORIZONTALLY) - Granted to non-employee visitors for Special Events. The badge is numbered but does not contain a photograph. It is retained by the hospital to be issued when access is granted.

VI. DEFINITIONS AND RESPONSIBILITIES

- A. Employee – Permanent badge with photograph issued to an individual holding a paid appointment to a California Civil Service Classification whose primary work assignment is at Coalinga State Hospital.
 - 1. The Personnel Office shall immediately notify the Department of Police Services in writing of the appointment, suspension, termination or any restriction of any staff member.

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2. All staff members will be issued a permanent identification badge displaying the employee's photo and job title.
- B. CSH and CDCR individuals – Permanent badge with photograph issued to Coalinga State Hospital individual at time of admission.
- C. Unescorted Service Provider (Yellow) – Permanent badge with photograph issued to an individual, agent, volunteer or employee of a firm or governmental agency who has completed required training and security clearances and has a need to enter the secured area of the hospital on a frequent basis.
1. A program director or department head must recommend the issuance of each badge under this category and is responsible for the individual's actions while on hospital grounds.
 2. A completed request for access form must be submitted to the Hospital Administrator not less than ten working days prior to the first request for entry.
 3. The form must show that all training, orientation, background and safety requirements have been satisfied prior to the request being submitted to the Hospital Administrator.
 4. The Hospital Administrator must approve the application prior to a permanent identification badge being issued.
 5. The identification badge in this category must be renewed after twelve calendar months and cancelled when the contract expires or the services of the card holder are no longer needed. It shall be the responsibility of the sponsoring program director or department head to schedule renewals or cancellations through the Hospital Administrator.
- D. Escorted Service Provider (Green) – Granted to those service providers and other individuals whose need to enter the secured areas of the hospital for a specific purpose on a specific date while constantly under the immediate escort of a staff member. This group may include, but is not restricted to, State employees, vendors, speakers, union officials, court reporters, JCAHO or similar persons with a specific necessity to enter the secured areas of the hospital.
1. The requesting individual assumes full responsibility for the actions of the visitor and is responsible for assigning a named responsible staff member to serve as escort.
 - a. Escorts must remain with the visitor at all times.
 - b. Staff may escort up to five visitors at one time.

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2. Requests for visitor badges should be submitted to the Department of Police Services not less than ten working days prior to the date of the visit.
 - a. The Executive Director or the Chief of Police may waive the time requirement due to protocol or necessity.
 - b. The Department of Police Services may waive the time requirement in exigent circumstances or where immediate entry is authorized by law.
- E. Individual Visitors (White) – Provided to those persons who are present to visit with hospital Individual in the visiting room.
- F. Temporary (WHITE with BLUE BANNER Marked “Temporary Badge”) – Provided to those holding an employee (blue) badge who, while remaining in good standing as an employee, are unable to present their assigned badge.

VII. ISSUANCE AND REPLACEMENT

- A. All identification cards are issued only in accordance with the hospital's security, training, and background provisions.
- B. Cardholders shall notify the Department of Police Services and request a new identification card to be issued at no cost when:
 1. There is any change to the Individual's name, job classification, or duties.
 2. There is a significant change in appearance and the photograph no longer resembles the cardholder.
 3. The status of the cardholder changes and the issued card is no longer appropriate.
 4. The card is destroyed or damaged due to reasons beyond the control of the holder and as a result of activity consistent with the holder's assigned duties.
- C. It is the responsibility of the cardholder to immediately notify the Department of Police Services in the event of a lost or stolen identification card.
 1. The cardholder must prepare a missing item report with the Department of Police Services, and present a copy of it to the Cashier Window Fiscal Services, along with payment of a \$5.00 processing fee.

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2. The cardholder must present the missing item report and a receipt for the processing fee to the Department of Police Services in order to obtain a duplicate card.



W. T. Voss
Executive Director

Cross Reference(s):

A.D. No. 738 Individual Visiting Regulations

A.D. No. 810 Security Sallyports

A.D. No. 846 Security/Facility Access Clearances