

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – SECURITY
ADMINISTRATIVE DIRECTIVE NO. 838
(Replaces A.D. No. 838 dated 11/9/06)

Effective Date: February 16, 2007

SUBJECT: UNIT SECURITY

I. PURPOSE

This directive outlines the procedures for establishing and maintaining of security on locked and open units.

II. AUTHORITY

Department of Mental Health Special Orders 220, 239.02 and 903.05.

III. POLICY

Important components of any security plan are the establishment of standardized operational requirements and assigning staff to follow these instructions at all times.

IV. METHOD

A. Daily Security Inspection:

On each unit, daily inspection shall be made of rooms, windows, screens, doors, etc., following the instructions in the Program Management Manual. The Unit Supervisor/Residential Recovery Unit (RRU) Sergeant is responsible for designating assignments by shift and ensuring compliance. A completed report shall be turned in to the Program Office by 9:00 a.m. the next day.

B. Weekly Random Searches and Inspections:

All Individual personal areas shall be thoroughly shaken down each week. Within every calendar month, all other areas of the unit shall be inspected as a result of a randomized system approved by the Unit Supervisor/RRU Sergeant. Refer to the Program Management Manual for specific procedures.

C. List of Counted Control Items:

A list of sharps, control items, unit books and their location, is to be kept in the front of the unit logbook and in the locked sharps drawer.

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D. Unit Office/Chart Room Security:

No Individual is permitted in the nursing stations/chart room offices at any time. The doors shall be kept closed and locked at all times, except for staff entering or exiting.

E. Securing of the Unit Door:

Units must be secured each night at 9:00 p.m., and will remain locked until 6:00 a.m. or until a later time is designated by the Unit Supervisor/RRU Sergeant.

F. Lights:

When bright lights are turned off at bedtime, nightlights must be turned on and remain on until no longer needed.

G. Shower Rooms and Supply Rooms:

Shower rooms are to be locked when not in use under staff supervision. Utility rooms, clothing rooms, and supply rooms are to be locked when not in use (issuing or receiving).

H. Hourly Nurse On-Call (NOC) Security Calls:

Due to staffing levels and security needs on the NOC shift, units will make hourly calls to the Communications Center starting at 2400 and ending at 0530. Even numbered units are to call on the hour and odd numbered units are to call on the half hour. Failure to call will result in contact being initiated by Police Services and the appropriate Program Director being notified the following business day.

V. PROCEDURES RELATED TO PATIENTS

A. Patient Rand Card:

If an Individual has a history of escape, suicide attempts, epilepsy, allergies, drug reactions, or assaultiveness, this should be clearly marked on the Rand Card, and the chart flagged after team review.

B. Patient Rooms:

Individuals may not have visitors in their rooms. Staff will respect the Individual's privacy by knocking on the door or by announcing their presence before entering the Individual's room or area whenever possible and appropriate.

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C. Observation Rounds:

1. Staff will provide for Individual safety by directly observing Individuals and Individual-occupied areas. Unit staff shall make observation rounds of all Individual-occupied areas at least three (3) times each hour at irregular intervals.
2. At least two staff member shall remain out of shift change and assigned to make continuous rounds and be available to the Individuals.
3. The Unit Supervisor/RRU Sergeant, through the shift leads, will ensure that observation rounds are documented in the unit logbook.

VI. PROCEDURES FOR RESTRICTED AND CONTROLLED ITEMS ON THE UNITS

A. The current listing of contraband items designated in Administrative Directive No. 818 shall apply. In addition, other items may be declared by the Unit Supervisor/RRU Sergeant as needing to be under control and supervision of staff.

B. Change of Shift Counts of Controlled Items and Sharps:

A count of all controlled items and sharps shall be made at each change of shift in the presence of staff from the two shifts and recorded in the unit log. Controlled items include those which require staff supervision when in use, housekeeping equipment in the utility room, electric razors, books on loan from the library to unit offices, Individuals' medical records, and sharps or other hazardous objects (e.g., scissors, can openers, disposable razors, and nail clippers). These items when not in supervised use must be stored in a locked area or in staff's direct possession.

C. Missing Controlled Items and Sharps:

Whenever such an item is missing (including an Individual's medical record), the unit staff member shall immediately notify his/her supervisor and/or program management and generate a Special Incident Report (SIR). Any missing item or a missing part of an item that is potentially a safety or security hazard shall also be reported to the Department of Police Services Watch Commander.



W. T. VOSS
Executive Director

Cross Reference(s):

A.D. No. 626 – Individuals' Property and Storage
A.D. No. 818 – Contraband
Nursing Procedure Manual