

SECTION – SECURITY
ADMINISTRATIVE DIRECTIVE NO. 846
(Replaces A.D. No. 846 dated 6/7/06)

Effective Date: May 10, 2007

SUBJECT: SECURITY/FACILITY ACCESS CLEARANCES

I. PURPOSE

To provide general information on the manner in which access clearances are issued to Individuals and the restrictions imposed on those entering the secured area of the facility.

II. AUTHORITY

Department of Mental Health (DMH) Special Order No. 244.

III. POLICY

In order to maintain a secured treatment facility, it is necessary to control access into designated areas of the hospital in order to ensure against any threat to hospital security or disruption to operations.

IV. METHOD

- A. For the purpose of this Administrative Directive, secured areas of the hospital are those which are located totally behind the outer most door of any sallyport. All fenced exterior areas are considered within the secured area of this hospital, with the exception of the visiting room.
- B. No person shall be permitted to enter the secured areas of this hospital without prior approval and appropriate orientation or training as is required by the hospital's training standards.
- C. Requests for facility access in connection with ongoing litigation are processed through the Hospital Administrator. Hospital appointed counsel shall be consulted when requests are received from Individuals' attorneys for facility access. Facility access for an Individual's legal counsel shall not occur unless the hospital's legal counsel is present or has given access approval. This restriction does not apply to attorney's visiting their clients in the Visiting Room.
- D. Everyone entering the secured areas of the hospital must be 18 years of age and wear an identification badge issued by the Department of Police Services (DPS).

- E. All persons entering the facility will be required to meet the appropriate dress codes.
- F. Former California Department of Corrections and Rehabilitation (CDCR) inmates, DMH Individuals and Individuals for which criminal warrants are outstanding shall be denied access to the secured areas and may be subject to arrest for said outstanding warrant or issued a citation with an appearance date for said warrant; pursuant to the instructions stated in the warrant by the issuing Magistrate, in compliance with California Penal Code Section 166 (4).
- G. Former CDCR and DMH employees, who have separated from state service, will not be permitted access. Any request for an exception to this exclusion must be submitted in writing to the Hospital Administrator.
- H. The Executive Director retains the right to modify any and all provisions of this Administrative Directive on a case-by-case basis.
- I. The DPS Watch Commander has the authority to deny entry or to terminate an Individual's clearance based upon noncompliance with rules or other instructions.
- J. The DPS Watch Commander has the authority to grant entry for Individuals after normal working hours with concurrence of the Executive Officer of the Day (EOD).

V. PROCEDURE FOR GAINING ACCESS

There shall be three ways to gain access to the secured area of this hospital.

- A. Identification Badge (See A.D. No. 822 – Photo Identification Cards).

The Hospital Administrator shall authorize issuance of identification badges for the following categories:

1. Employees of Coalinga State Hospital (CSH):
 - a. Will be issued a blue photo identification badge on the first day of work.
 - b. If an employee cannot present an identification badge, DPS will issue a temporary tan ID for one day use.
 - c. After screening by Live Scan, will be considered clear for 5 years.
 - d. Health status must be cleared by a Medical Exam and TB test.
 - e. Employees in this category will have on going access to their work area.

2. Non-employee service providers who do not require an escort (includes registry employees and workers with extended contract):
 - a. Will be issued a yellow photo identification badge on the first day of work.
 - b. Will receive Training to include Hospital Overview and PMAB.
 - c. After screening by Live Scan, will be considered clear for 1 year.
 - d. Health status must be cleared by a TB test.
 - e. Visitors in this category will have access to their work area for the extent of the contract.

3. Non-employee service providers or visitors who are required to have an escort (includes vendors and other visitors that will come in on a less frequent basis):
 - a. Will be issued a green badge for the day that is retained by CSH, no photo.
 - b. Will receive Hospital Overview training.
 - c. After CLETS screening, will be considered clear for 1 year.
 - d. Visitors in this category will be placed on a list of approved names and will be admitted access with an escort for a period of 1 year.

The procedure of requesting an identification badge can be found on the reverse side of the "Request for Facility Entrance" form, located on the "I" Drive. This refers to sections 2 and 3 in this category.

- B. Official Visitors (includes individuals from DMH Headquarters, other DMH employees, CDCR employees, Grand Jury, County Officials, Legislators, and other official visitors on tours):
 1. Requestor completes "CSH Escort Approval Form" located on the "I" Drive.
 2. The form should be forwarded to the Assistant Hospital Administrator at least one business day before the arrival of the guest.
 3. The form must be signed by a member of the executive staff or designee.
 4. Names will be placed on the list for a one day access, with an escort.

C. Department of Health Services (DHS):

1. Any officer, employee, or agent of DHS may upon presentation of proper identification, enter and inspect any building or premise at CSH at any reasonable time.
2. The Standards Compliance Department and/or EOD shall be contacted upon the arrival of licensing officials and will escort members within the secured treatment areas of the facility, as necessary.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

- A.D. No. 766 Department of Health Services: Visits and Inspections
- A.D. No. 806 Facility Security-Staff Responsibility
- A.D. No. 810 Security Sallyports
- A.D. No. 822 Photo Identification Cards

- Attachment A – Request for Facility Entrance
- Attachment B – Sample Clearance List

REQUEST FOR FACILITY ENTRANCE**SECTION 1** *To be completed by Requestor* Check if Urgent

Requester:	Title:	Phone:	Date:
Program/Department:		Unit:	
Date of Arrival:	<input type="checkbox"/> One Time <input type="checkbox"/> Multiple (List Dates)	Requested Level of Access (circle one):	
Time of Arrival:			
YELLOW (No Escort)	GREEN (Escort)		
Purpose of Entry:			

SECTION 2 *To be completed by Visitor*

Name of Visitor:	Agency:	Title:
Date Of Birth:	Drivers License Number:	Social Security Number:
Relationship with any CSH Patient? YES NO		
If YES, Name of Patient:		Relation:

 Check if Visitor has been APPROVED within the Past 12 Months**SECTION 3** *To be completed by Hospital Administrator (or designee)*

Date Received:	Signature:	Authorization Number:
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SECTION 4 *To be completed by the Department of Police Services*

Date of Authorization:	Recommend:	Signature:
	APPROVE DISAPPROVE (Attach Live Scan/CLETS)	

SECTION 5—Authorization *To be completed by Executive Director (or designee)*

Signature:	Date:
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Approval/Disapproval notice to Requester	Update List of Approved Visitors
Date Completed:	Date Completed:

The process for obtaining an Identification Badge for visitors entering the facility shall be as follows:

- A. The requester will fill out the "Request for Facility Entrance" form located on the "I" Drive under All User, Forms, Facility Entrance.
- B. The request is to be submitted to the Hospital Administrator no later than one week, (seven days), before the date of the visitor's arrival. If it is urgent that a visitor arrives in less than one week, the requestor should indicate that this request is urgent and shall personally take the request form to the Hospital Administrator.
- C. The Hospital Administrator (or designee) will review each request and will forward the appropriate request to the Department of Police Services.
- D. The Department of Police Services will screen the visitor through Live Scan or CLETS and will make a recommendation for approval or disapproval. DPS will forward the original request form back to the Hospital Administrator with the attached report.
- E. The Hospital Administrator will make the final decision to approve or disapprove visitors. The Executive Director retains the right to modify any approvals or disapprovals on a case-by-case basis.
- F. The Assistant Hospital Administrator will maintain all original request forms and will provide a list of approved visitors to DPS and CDCR securing the entrances. The requester will be notified of the clearance decision. A new list will be provided to DPS and CDCR upon approval of additional visitors.
- G. The security clearance will be valid for 12 months from the date of authorization.

