

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 900
(Replaces A.D. No. 900 dated 5/11/06)

Effective Date: April 16, 2007

SUBJECT: UTILIZATION/ACCESS TO HOSPITAL GROUNDS AND EMPLOYEES

I. PURPOSE

To ensure appropriate use of hospital grounds including public access for service of subpoenas, meetings, political activities, labor relations activities, and volunteer activities.

II. AUTHORITY

Department of Mental Health (DMH) Special Order No. 235.

III. POLICY

The mission of the hospital is the care and treatment of Individuals. The hospital buildings and grounds shall not be used for any purpose that disrupts the orderly administration of the hospital security or the care and treatment of Individuals.

IV. METHOD

A. Public Access to Employees:

1. Employees may not conduct private business with members of the public during working hours without advance approval from the appropriate manager. Approval will normally be granted if the manager determines the visit is of substantial benefit to the employee or elements of urgency exist which must be handled while the employee is on-duty. Members of the public will not have access to the security area for this purpose.
2. Service of subpoenas on employees or Individuals should be handled as directed in A.D. No. 991 Subpoenas, Court Appearances, and Lawsuits.

B. Use of Hospital Buildings or Grounds:

1. Meetings:

The Hospital Administrator shall review all requests for use of hospital spaces or grounds for meetings by the general public. Requests must be submitted in advance and in writing.

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2. Hospital Lobby:

Use of the lobby is limited to activities that benefit the hospital and its employees. Requests for lobby use shall be submitted to the Hospital Administrator's office ten (10) working days prior to the event date. The lobby is not available to support community activities. Exceptions may be approved on an individual basis by the Executive Director.

3. Political Activities:

It is unlawful for state resources to be used to promote a partisan position in any election campaign. "State resources" refers to any state property or asset, including but not limited to state funds, equipment, supplies, telephones, computers, vehicles, travel, or state time. Posting or distribution of partisan political literature on state property is a violation of the state's collective bargaining agreement.

4. Labor Relations Activities:

Use of hospital grounds by employee organizations is governed by the DMH's Labor Relations Policy as negotiated by the individual union contracts. Requests shall be submitted to and approved by the Labor Relations Officer. Authorization from the Hospital Administrator is required.


5. Volunteer Activities:

Routine participation by volunteers in traditionally accepted programs are approved by the Program Director, or Department Head. Authorization from the Hospital Administrator is required.

6. Tours:

Tours for recruitment or educational purposes are permitted. Applications for security access shall be in accordance with A.D. No. 846. Authorization from the Hospital Administrator is required.

- C. Any other requests not covered in this directive shall be referred to the Hospital Administrator for review.



BEN MCLAIN
Executive Director (Acting)

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Cross Reference(s):

A.D. No. 810 Security Sallyports

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

A.D. No. 991 Subpoenas, Court Appearances and Lawsuits