

# 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.

[REDACTED]

[REDACTED]

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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:

[REDACTED]

D.

[REDACTED]

E. Random Searches:

[REDACTED]

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.

[REDACTED]

B.

[REDACTED]

C.

[REDACTED]

D.

[REDACTED]

E.

[REDACTED]

F.

[REDACTED]

G.

[REDACTED]

H.

[REDACTED]

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I. [REDACTED]

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. [REDACTED]

L. [REDACTED]

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. [REDACTED]

O. [REDACTED]

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P. At the conclusion of the search, the following steps shall be followed:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
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. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]

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G.

[REDACTED]

H.

[REDACTED]

I.

[REDACTED]

J.

[REDACTED]

K.

[REDACTED]

L.

[REDACTED]

M.

[REDACTED]

N.

[REDACTED]

O.

[REDACTED]

P.

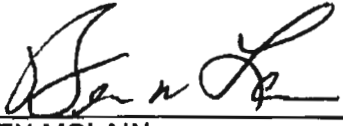
[REDACTED]



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Q.

[REDACTED]



**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

Coolinga 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.
- Green   DPS Report
- Yellow  Attached to property
- Pink    Patient

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RECEIPT FOR CONFISCATED/DESTROYED  
PROPERTY

"CONFIDENTIAL PATIENT INFORMATION  
CALIFORNIA WELFARE AND INSTITUTIONS CODE  
SECTION 5328"

Coolinga State Hospital  
CSH - Form # pending [New 12-14-05]

ADDRESSOGRAPH