

**CENTRAL STATE HOSPITAL
POLICY**

SUBJECT: PRE-ADMISSION SEARCH

ANNUAL REVIEW MONTH: May

RESPONSIBLE FOR REVIEW: ADMISSIONS COORDINATOR

LAST REVISION DATE: May 2009

It is necessary and desirable to provide a safe, secure environment for clients, employees and visitors at the hospital. During admission procedures, it is essential that all prohibited items, including dangerous materials and objects are removed from the clients. For purposes of this policy alcoholic beverages, illegal drugs, firearms, dangerous weapons (all knives), explosives, ammunition and any other substances/items which may be harmful to the applicant or others are considered dangerous materials or objects and shall be turned over to the Central State Hospital (CSH) Police Department.

If a firearm/knife or other weapon is discovered in the search, the CSH Police Department shall be notified. The police dispatcher shall dispatch a police officer to the Admissions Office, and the police officer shall complete form CSH-60, Property Chain of Custody - CSH - PD (Rev. 2/74) and advise client that he/she may contact the CSH Police Department in regard to the disposition of the weapon. The police officer shall turn the weapon over to the police chief/designee. All other prohibited items will be inventoried and kept by the service area.

It shall be the responsibility of the Admissions Coordinator to assure that clients are searched upon arrival and prior to being transported to the treatment areas. Care will be exercised in searching a client to assure that the client's rights are not violated and he/she is treated with compassion and respect.

Approved:

This policy has been approved by the CEO and CMO in September, 2009.