

compliance with CSH Policy and Procedure #4.13/4.13A - PATIENTS'/RESIDENTS' FUNDS AND PERSONAL EFFECTS.

6. Notify the police dispatcher if the client has a firearm/knife or other weapon or is resistive to the search.
7. Observe client closely until physician completes examination and the admission procedures are completed.
8. Return all items to client when he/she is not admitted, except those which are considered dangerous materials or objects. Call CSH Police to assist in determining disposition of these items.
9. Conduct post-admission searches prior to the client being transported to a treatment area.
10. Release dangerous prohibited items and objects to CSH Police if client is admitted. Assure that all copies of form CSH-703 are signed upon release of items to the CSH Police.
11. Release all other prohibited items to unit staff if client is admitted.
12. Forward original copy of form CSH-703 to receiving unit.

Police Dispatcher

1. Dispatch police to assist Admissions employees with client who is resistive to search or has a firearm/knife or other weapon.
2. Dispatch police to assist Admissions employees in determining the disposition of dangerous materials and objects when client is not admitted.

Police Officer

1. Complete form CSH-60, Property Chain of Custody - CSH PD (Rev. 2/74), if client has a firearm/knife or other weapon and advise client, that he/she may contact the CSH Police Department as to the disposition of the weapon.
2. Turn the weapon(s) over to the Police Chief/Designee.
3. Pick up dangerous materials and objects, sign form CSH-703 and place in a secure area in the Police Department as appropriate.

CSH Police Chief/Designee

1. Have dangerous prohibited items and objects disposed of appropriately.
2. Determine those dangerous prohibited items are to be returned to the client upon discharge.
3. Hold weapon(s) in a secure area until appropriate disposition.

Service Director/Unit staff

1. Upon receipt of client on unit, staff will process personal effects including non-dangerous prohibited items in compliance with CSH Policy and Procedure #4.13/4.13A - PATIENTS'/RESIDENTS' FUNDS AND PERSONAL EFFECTS.
2. File form CSH-703 in client's medical record.
3. Notify the client of items to be secured from the CSH Police Department upon discharge.

Approved:

Marvin Bailey
Chief Executive Officer

Scott Van Sant, M.D.
Chief Medical Officer