

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

**SECTION 8: Safety, Security, Emergency
Management**

POLICY: 8.014

SUBJECT: Ward Searches

**APPROVED:  MARVIN D. FICKLE, M.D.
SUPERINTENDENT**

DATE: September 19, 2006

I. POLICY

To maintain a safe and contraband-free treatment environment for the residents and patients of Oregon State Hospital.

II. DEFINITIONS

- A. "Ward Search" means a search of an entire ward.
- B. "Routine" means all wards will be searched according to a randomly arranged, twice yearly schedule.
- C. "Unscheduled Searches" means the occurrence of an unforeseen circumstance requiring immediate or a remedial search.
- D. "Security Team" means the Security Department staff that are assigned to a specific building.
- E. "Security Council Representative" means the person that is assigned to attend the Security Council as a representative of a specific ward.
- F. "Documentation" means a written report on the ward search will be drafted by the Security Team and Security Council representative and forwarded to the Security Director.
- G. "Contraband" means all contraband (Oregon State Hospital Policy and Procedure 6.017) will be given to the Unit Director/Program Director for disposition.

III. PROCEDURES

- A. A scheduled search of all Forensic Psychiatric Services wards will be conducted at least annually and as needed. The searches will be randomly arranged by the Security Director/designee.
- B. The ward search will be coordinated by the appropriate Unit Director, ward Security Council representative(s) and/or Security Team leader from the building in which the search is occurring, one week prior to the search.
- C. The time and date of the search will be approved by the specific Program Director or designee, Security Team and/or Security Council representative. Every attempt will be made to schedule routine searches during peak staff periods.
- D. Security Team members will conduct a search of the common areas while the Security Council representative will coordinate ward staff to search patient rooms and belongings.
- E. Patients will be informed prior to their rooms/belongings being searched and will be given the opportunity to monitor the process.
- F. The Security Council representative and/or Security Team will write a detailed report of the search. Copies will be sent to the Oregon State Hospital Security Director, Program Director and Superintendent.
- G. All items confiscated as contraband will be given to the appropriate Unit Director/Program Director for disposition or, if associated by a criminal act, handled as evidence and placed in the State Police Evidence Locker.
- H. It is the responsibility of each building's Security Team and/or Security Council representative to maintain an accurate list of completed searches. A quarterly copy of this list will be forwarded to the Security Director.
- I. Unscheduled searches may be arranged, when circumstances dictate, upon request to a Program Director
- J. Upon authorization from the Superintendent, the Security Director may enlist assistance from the Department of Corrections, i.e., DOC Search Team members, K-9 Unit.

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IV. REFERENCES

Oregon State Hospital Policy and Procedure 6.017, Personal Searches.
Oregon State Hospital Policy and Procedure 8.019, Staff Response to Alleged
Criminal Acts, Contraband, and Critical Incidents

Replaces Oregon State Hospital Policy and Procedure 8.014, *Ward Searches*, dated
3/18/2003.