

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

### EXECUTIVE SUMMARY

**POINT PERSON: KAREN GARCIA, DIRECTOR OF SECURITY**

**DATE: 1/31/12**

**OSH POLICY NUMBER & TITLE: 8.019, STAFF RESPONSE TO ALLEGED CRIMINAL ACTS, CONTRABAND, AND CRITICAL INCIDENTS**

#### **PURPOSE OF THIS POLICY:**

This policy was reviewed and updated. It describes the responsibilities of staff to report alleged criminal acts, observations of contraband being introduced into the organization, or other critical incidents. The policy defines several criminal acts, including the introduction of contraband. The policy describes staff members' responsibilities for reporting alleged incidents, protecting alleged criminal scenes, and protecting evidence. The policy also describes the roles of IDTs, supervisors, the Communication Center, the Security Department, and the police. e below

#### **SUBSTANTIAL CONTENT CHANGES (EXCLUDING "HOUSEKEEPING" CHANGES):**

This policy was reviewed and updated.

#### **REFERENCE CHANGES (ORS, OAR, TJC, CMS, OTHER):**

N/A

#### **LOCATION OF POLICY:**

Section 8; Safety, Security, Emergency Management