

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

EXECUTIVE SUMMARY

POINT PERSON: KAREN GARCIA, DIRECTOR OF SECURITY

DATE: March 8, 2012

OSH POLICY NUMBER & TITLE: 8.021, KEY INVENTORY AND CONTROL POLICY

PURPOSE OF THIS POLICY:

To update the previously existing key control policy as well as establish policy and procedure for the key system of the new facility.

SUBSTANTIAL CONTENT CHANGES (EXCLUDING “HOUSEKEEPING” CHANGES):

Complete re-write. Staff shall review the entire policy and familiarize themselves with these updated and new procedures.

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

Not Applicable

LOCATION OF POLICY:

Section8; Safety, Security, Emergency Management