NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE DIRECTIVE

SUBJECT: SECURITY PROCEDURES

NUMBER: NN-EC-11

ORIGINAL DATE: 03/27/95

REVIEW/REVISE DATE: 11/17/98, 06/21/01, 10/28/04, 11/01/07, 8/19/10

APPROVAL: Rosalyne Reynolds *{s}* , Agency Director

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I. PURPOSE

The purpose of this policy is to describe the security on grounds for the safety of consumers, visitors and staff at Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

It is the policy of NNAMHS to provide a safe environment for consumers, staff and visitors.

III. PROCEDURE

1. In a true emergency, involving threat to life or property, staff is to call “9-911.”
2. Visitor identification – before being allowed to see consumers, all visitors are screened and admitted to the building for visiting only if the consumer consents to the visit.
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3. Staff reports all activities and unusual incident to the Safety Officer.
4. The NNAMHS Safety Officer can be reached via telephone at 9-688-2080, or pager 562-1323.
5. NNAMHS Incident Report forms are filled out for any serious or unusual activity. These reports are reviewed by the Safety Officer.
6. All NNAMHS staff is responsible for maintaining campus security.
7. All staff is required to wear their NNAMHS identification badges in a visible manner at all times they are on duty.
8. Staff is encouraged to identify unknown persons they encounter within the agency.
9. Keys are not to be attached to the identification badge to prevent identifying what they may open in case of loss of either.