


| GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER | | |
|--|------------------------|--|
| TITLE: Contraband | POLICY NO: AD-HS 03 | Page 1 of 3 |
| RESPONSIBILITY: Health and Safety | | |
| APPROVED BY:  DIRECTOR | EFFECTIVE: 3/27/17 | LAST REVIEWED/REVISED: AUG 16 2018 |

PURPOSE:

To guide staff in handling contraband brought into Guam Behavioral Health and Wellness Center (GBHWC).

POLICY

- A. GBHWC prohibits the use and possession of illegal or unauthorized drugs, alcohol, weapons and other items considered a contraband. When the situation warrants, searches of consumers including living areas of the GBHWC Residential Homes and those admitted to the Crisis Stabilization Unit are permitted in order to ensure safety. (see AD-HS-04 Personal Searches).
- B. All consumer related items are to be screened at the main entrance by the security guard prior to bringing into the facility and in the Crisis Stabilization unit prior to consumer admission. Other items can be considered contraband, if staff believes the item may be used by a consumer to harm themselves or someone else, or if an item poses a safety risk or interferes with the rights of others as determined by the Mental Health Provider and or Safety Officer.
- C. Illegal substances such as street drugs shall be confiscated by the facility and given to law enforcement for further disposition. Any other contraband shall be held in safekeeping and returned to the patient upon discharge depending on the nature of the item, except that no medication shall be released without the authorization of a physician.

DEFINITIONS:

Screenings: as used in this policy screening are the routine actions designed to identify contraband or potentially dangerous items (a) upon consumer admission or return to the facility, and (b) visitors entering facility.

Contraband: a term used to describe prohibited or unauthorized items. A hazardous item or substance which may be used in a dangerous way or is perilous to the well-being of a consumer or staff member. The following items are considered contraband: Samples provided may not be limited to the list below; ******Items are ONLY permitted when allowed by consumer's behavior plan and shall be distributed, monitored and controlled by staff.***

1. **Weapons** (firearms, knives, clubs)
2. **Explosives** (black powder, fireworks)
3. **Toxic substances** (alcohol based products, nail polish and remover, aerosol cans, household chemicals, paints, model glue)
4. **Alcohol** (alcoholic beverages, alcohol based products)
5. **Flammable substances** (lighter fluid, matches, fuel, paint thinner)
6. **Unidentified substances** (vials, powders, pills, liquids)

7. **Hanging Risks** (ropes, electrical wires, cords, scarves, nylon, string, dog leash)
8. **Metal Cans and lids**
9. **Illegal substances and items** (street drugs)
10. **Medications** (non-controlled substances, over the counter, personal medications)
11. **Glass Items** (bottles, jars, mirrors except small compact may be allowed on some units under direct supervision)
12. **Office supplies associated with danger risk** (metal spiral notebooks, paper clips, letter opener, staplers)
13. **Jewelry associated with danger risk** (long chain necklaces, large buckles or rings.
14. **Clothing associated with danger risk** (tied waistband or cuffs, large belt buckles, nylons scarves, items with long straps)
15. **Personal Grooming Items associated with danger risk** (coloring agent, sharp hair accessories)
16. **All pornographic materials**
17. ***** Electronics**
18. ***** Sharp Objects** (scissors, nail clippers, knives, needles/pins, razor blades, ice pick)
19. *****Tobacco and Tobacco-related Products** (cigarettes, cigars, loose tobacco, chewing tobacco, rolling papers, pipes)

RESPONSIBILITIES:

Staff: Staff shall be able to determine what is considered contraband and notify supervisor and guards of findings.

Guards: Guards shall safely and properly secure the contraband and document their findings in Contraband Logbook. They shall conduct preliminary investigation to determine how item/s entered building. All items shall be secured in Contraband locker (#1) in Guard Office until properly relinquished to Safety Officer or GPD.

Safety Officer: Shall keep a record of all contraband discovered and may conduct follow up investigation to determine how item/s entered building. Shall ensure safe keeping and disposal of all contraband.

PROCEDURE:

1. If contraband is found by staff, he/she must safely secure the area (ie. consumer's bedroom) and immediately call for guards for confiscation and documentation. If found in an unsecured public area (i.e. public men's restroom) and it may pose an immediate safety threat staff shall secure the general area and limit access until guards arrive to take over. Whenever possible a picture of the contraband should be taken of its original state, prior to moving or securing said contraband. Supervisor should be notified immediately. Staff discovering any such items shall complete an Incident Report
2. Guards shall take a picture, if not already taken, bag and tag item (Date, Brief description of item(s), Receiver's initial) and secure it in the Contraband locker (#1) located in Guard Office and as soon as possible relinquish to Safety Officer for proper storage and disposal. In the event of firearms and/or possible illegal

contraband (drugs), guards shall notify GPD and surrender contraband to arriving officer.

3. Safety Officer shall safely store and document all contraband. All contraband not turned over to police shall be properly and routinely disposed of by Safety Officer and visually verified and signed off by GBHWC Director or his designee.

REFERENCE(S):

RELATED POLICY (IES):

Personal Searches; AD-HS-04.; 4/23/2018

Pat Down and Strip Searches Protocol; AD-HS-05.; 3/27/17

SUPERSEDES:

Contraband and Personal Searches; AD-HS-04.; 3/27/17/ Director Rey M. Vega

ATTACHMENT(S):

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy and Procedure


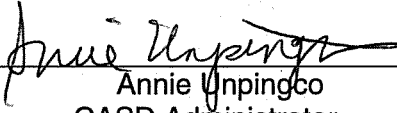
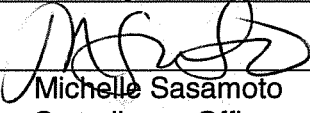

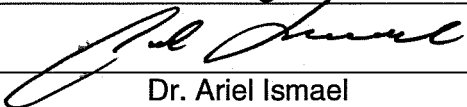
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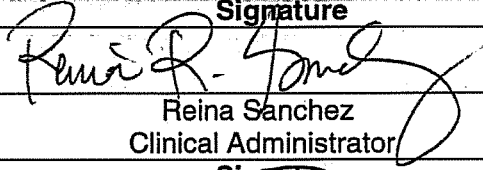
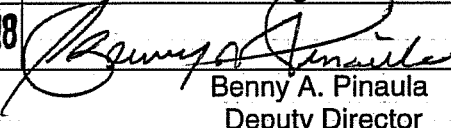
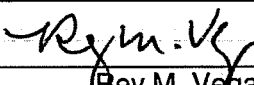
Protocol/Form

Policy No: AD-HS-03

Bylaws

Title: Contraband

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|----------------------------|----------|--|
| Reviewed/Endorsed Title | Date | Signature |
| | 5/29/18 |  |
| Name Title | | Al Garrido Health and Safety Officer |
| Reviewed/Endorsed Title | Date | Signature |
| | 5/31/18 | for Alpedragos |
| Name Title | | Jeremy Lloyd Acting Nurse Administrator |
| Reviewed/Endorsed Title | Date | Signature |
| | |  |
| Name Title | | Annie Unpingco CASD Administrator |
| Reviewed/Endorsed Title | Date | Signature |
| | 5/31/18 |  |
| Name Title | | Michelle Sasamoto Compliance Officer |
| Reviewed/Endorsed Title | Date | Signature |
| | |  |
| Name Title | | Cydsel Toledo Quality Improvement Coordinator |
| Reviewed/Endorsed Title | Date | Signature |
| | 05/31/18 |  |
| Name Title | | Dr. Ariel Ismael Medical Director |

| | | |
|--|--|--|
| Reviewed/Endorsed Title | Date 6/1/18 | Signature  |
| | Name Title Reina Sanchez Clinical Administrator | |
| Reviewed/Endorsed Title | Date JUN - 4 2018 | Signature  |
| | Name Title Benny A. Pinault Deputy Director | |
| Reviewed/Endorsed Title | Date AUG 16 2018 | Signature  |
| | Name Title Rey M. Vega Director | |