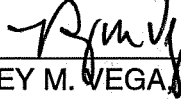


Guam Behavioral Health and Wellness Center		
TITLE: Personal Searches	POLICY NO: AD-HS- 04	Page 1 of 3
RESPONSIBILITY: Health & Safety		
APPROVED BY:  APR 23 2018 REY M. VEGA, DIRECTOR	EFFECTIVE: 3/27/17	LAST REVIEWED/REVISED 4/19/2017

PURPOSE:

- A. To promote the safety of clients, staff and visitors at the Guam Behavioral Health and Wellness Center (GBHWC) by identifying and preventing dangerous items (contraband) from entering into the therapeutic environment especially in the Crisis Stabilization Unit and Residential Recovery Program Housing.
- B. To provide guidelines in conducting screening and personal searches.

POLICY:

- A. GBHWC recognizes that patients have the right to privacy, dignity and use of personal property. However, consumers, staff and visitors also have the right to a safe and therapeutic environment, which under certain circumstances necessitates taking steps to ensure patients are not in possession of items that may present a hazard to personal safety or therapeutic environment. In order to maintain a safe and therapeutic environment, as well as privacy of other consumers, GBHWC may place limits on items coming into the facility.
- B. When the situation warrants, searches of consumers and their living areas are permitted in order to ensure safety. This will be carried out in a professional and courteous manner recognizing the intrusion to personal privacy that occurs.

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. (see AD-HS 03 Contraband Policy for list of contraband items)

Searches: As used in this policy, searches are actions taken by GBHWC staff when;

1. there is a reasonable belief that contraband may be present on a person or in an area that could endanger the health or safety of patients, staff or visitor,
2. In routine safety rounds of crisis stabilization units and residential homes
3. At any time, there is a reasonable belief that there is an imminent threat.

PROCEDURE:

A. Screening:

1. All patient related items are to be screened by the receiving unit personnel. Note: Screening may also occur at the Main Entrance by the Guards if deemed necessary or warranted. (see: *Guard Section Manual on Personal Bag Check Protocol*)
2. Consumers admitted to Crisis Stabilization will be screened and ask to surrender contrabands and personal belongings to the staff nurse for safety. Other belongings not needed by the consumer in the Crisis stabilization unit shall be given to the family or guardian of the consumer.

B. Searches:

NOTE: All searches shall be conducted by at least two staff members of the same sex for safety, accountability and reporting.

1. If a staff member notices an item that could be considered contraband, he/she shall take immediate action to address any related safety issues, promptly notify direct supervisor and the Health and Safety Officer as soon as possible.
2. Searches shall be carried out in a professional and courteous manner recognizing the intrusion to personal privacy that occurs. For patient searches, the search may not be any more intrusive than necessary to ensure the patient is not in possession of any contraband. (see *attachment I Pat Searches Protocol*)
3. If there is an imminent threat to safety, the search may be carried out by staff members and notice provided to the physician, program service manager, or nurse in charge immediately afterward. Otherwise staff members will obtain authorization from a physician, program service manager, or licensed nurse in charge prior to searching a patient or patient possessions for contraband.
4. Searches may also be conducted when indicated in accordance with other relevant policies and procedures (e.g., suicide precautions, self-mutilate precautions, inventory control). At least two staff members shall be present when conducting searches of patients or their living areas.
5. Consumer room searches will be conducted with consumer present unless (a) if there is cause to believe a highly dangerous item (i.e., could be used as a weapon immediately) may be hidden in the room; (b) the consumer declines to be present, (c) the consumer interferes with the search or (d) the consumer is not able to be present due to clinical or medical issues. In these situations, the room search may take place without the consumer present. All non-contraband articles shall be put back in an orderly manner.
6. Any illegal items found during such an examination will be confiscated by the facility and given to law enforcement for further disposition. Any other contraband shall either be released to a person of the patient's choosing (e.g., parent, guardian, and friend) or 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.
7. Any search of body cavities other than the mouth or ears must be authorized by a physician's order specifying the type of search. If authorized, a body cavity search may only be conducted by a physician or licensed independent practitioner.

C. Documentation:

1. An incident report shall be completed prior to the end of the shift whenever searches are conducted or contraband is identified.

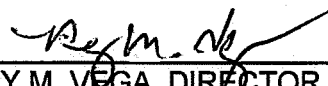
2. The incident report shall include a record of the search; reason for the search, scope of the search, who conducted the search, the manner in which it was conducted, all findings and any action taken.

RELATED POLICY:

AD-HS-03 Contraband 3/27/17; Director Rey M Vega

ATTACHMENTS

1. AD -HS-05 Pat Down and Strip Searches Protocol

Guam Behavioral Health and Wellness Center		
TITLE: Pat Down and Strip Searches Protocol	POLICY NO: AD-HS- 05	Page 1 of 2
RESPONSIBILITY: Health & Safety		
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 3/27/17	
	LAST REVIEWED/REVISED	

PAT DOWN SEARCHES PROTOCOL

- A. Instruct the consumer to remove shoes, hat, coat and jackets and empty pockets/turn them inside out.
- B. Check the pockets and ensure they are empty.
- C. Closely examine the consumer's hair and look behind the ears to locate any possible concealed items. If necessary, run hands through hair.
- D. Ask the consumer to stand with legs apart and arms extended outward. Conduct a systematic head to toe search as follows:
 1. Observe closely for inappropriate bulges or areas the consumer is reluctant to reveal.
 2. Run hands under shirt collar, across shoulders and down upper part of each arm to wrist.
 3. Using back of hand, run hands inside waistband, back pockets and down each leg.
 4. Check each sock and shoe.
 5. Sweep hands down the consumer's back from the shirt collar to the waist.
 6. If appropriate, ask to look inside the consumer's mouth and ears
- E. If in the course of a pat-down of the external clothing, a hard, suspicious object is discovered which reasonably could be, for example, a weapon or bottle of pills, the staff person conducting the search may remove the object for closer inspection.
- F. Only ask the consumer to remove articles of clothes if there is reasonable suspicion the consumer is concealing an item that cannot be detected through pat-down search and follow the "strip search" procedure below.

STRIP SEARCH AND SKIN SEARCHES FOR CONTRABAND

- A. "Strip searches" and "skin searches" whereby the consumer's clothing is removed and the consumer is subject to an inspection of all or part of his/her body, whether visual or manual, are strongly discouraged.
 1. Any search of body cavities other than the mouth or ears must be authorized by a physician's order specifying the type of search.
- B. These types of searches shall be permitted only under extreme circumstances and only where:
 1. There is sufficient cause to believe that the consumer is harboring dangerous contraband on his/herself
 2. There is great likelihood that the consumer will personally use such contraband to seriously harm himself/herself or others
 3. The justification for the search, including the basis for concluding the two above items, is documented in the medical record
 4. There is adequate documentation in the medical record to support the above justification

AD-HS-05 Pat Down and Strip Searches Protocol

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5. All less intrusive methods of discovery have been performed and have failed; all of the attempts are documented.
6. The inspection is conducted in private by a psychiatrist, licensed independent practitioner or registered nurse
 - i. Two (2) staff persons should be in attendance
 - ii. If the inspecting staff and the consumer are of different sexes, then the other staff member should be of the same sex as the consumer being examined
 - iii. No other persons should be present
7. The reasons for the search must be made known to the consumer
8. All other provisions in this policy are met

RELATED POLICY (IES):

1. *AD-HS-04 Contraband and Personal Searches*
2. *CL-NU-02 Body and Skin Searches in Crisis Stabilization Unit*

