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DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE

**POLICY AND PROCEDURE MANUAL**

Director's Office – Security

**SUBJECT: Personal Bag Checks**

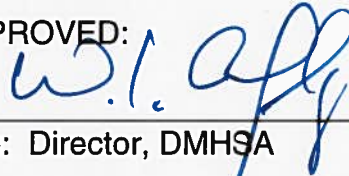
**REFERENCE: TJC EC.2.10**

**Number: 10.09.107**

Effective Date: 1/17/2012  
NEW

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APPROVED:



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Title: Director, DMHSA

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**PURPOSE:**

To provide a safe and secure environment for all consumers, visitors, and staff and to protect the Department of Mental Health and Substance Abuses facility and grounds with the main interest being public safety and the protection of life and property.

**DEFINITION:**

- **Weapon:** any firearm, knife, chemical spray or device that can cause bodily harm or injury
- **Bag:** any carrier containing personal possessions

**PROCEDURE:**

- The Department's policies regarding bag checks should be made known to all individuals by signs displayed at the necessary entrances to the facility.
- DMHSA security guards have been properly trained and have the authority to check all bags for weapons of individuals wishing to gain access to the DMHSA facility.
- Each individual that comes into the facility will be subject to a bag check.
- The bag check will not discriminate or deny healthcare services to any individual.
- The bag check must be made in a reasonable manner with respect for the individual's dignity and privacy.
- The permission of the individual will be secured prior to any check by the guards.
- The individual must be given an opportunity to present/declare their personal belongings upon a request by the guards.

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- If an individual declares they have a weapon they will be asked to secure the weapon in their vehicle or place the weapon in the security office locker.
- If a weapon is discovered by the guards during a bag check the following will happen:
  - The check will be stopped and the guard will alert their supervisor
  - The individual will be escorted along with their bag into the Security Office (Room 222)
  - The individual will be questioned
  - As a result of the questioning the weapon will be confiscated or placed in the locker in the security office. The individual's possessions will be properly document via the Consumer Property Inventory Form and/or Security Incident Report Form.
- If the weapon is confiscated, the incident will be reported to the proper authority for further disposition.
- If the weapon is on a temporary hold, the Guam Police Department will be contacted for further inquiry.
- If the individual does not give their consent to a bag check the following will happen:
  - The individual will be asked to secure their personal possessions in their vehicle or place them in the security office locker for custody and control. The individual's possessions will be properly document via the Consumer Property Inventory Form and/or Security Incident Report Form.