

**The Rhode Island Hospital
Standard Practice
Instruction Manual**

Subject:
Security

File Under:
Security
SEC-06

Policy and Procedure

Issuing Department:
Security

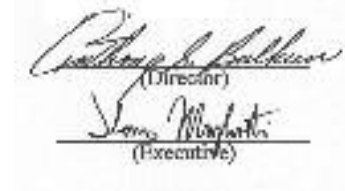
Latest Revision Date:
3/99

Last Review Date:
9/05

Original Procedure Date:
8/20/97

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Approved By:



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(Director)
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(Executive)

I. Purpose

Lifespan is committed to protecting the personnel and property rights of patients, visitors, members of the Medical Staff, and employees. To maintain a program of high quality care delivery, it is essential that the property of all Lifespan affiliates be protected from damage, defacement, and theft. The Security Department strives to provide a safe environment for patients, staff, and visitors as well as the protection of all property. Every employee has a security responsibility to protect patients, visitors, employees and their property.

II. Procedure

Responsibility

It shall be the responsibility of every employee and Medical Staff member to assist in maintaining a safe and secure environment by immediately notifying and reporting security violations and/or incidents to the Security Department.

Action

The services of security officers are available on a 24-hour basis. Security officers should be called in the event of:

- Injury to patient or visitor.
- Theft of personal property of visitor, employee, or patient.

Any suspicious person(s) or person(s) unknown to staff on hospital property, providing specific details pertaining to the following:

- Color and type of clothing.
- Male or female, race, etc.
- Height and weight of person(s).
- Where last observed.
- Any other information that will assist the Security Department.

Responsibility

Action

All representatives of law enforcement agencies, insurance adjusters, subpoena servers, or news media seeking permission to interview or question a patient must obtain permission from the following before same will be granted:

- Security Department.
- Patient's physician.
- Nursing supervisor.
- Public Relations and Communications Affairs department (in the event of news media).
- Patient.

- Illegal, illicit or activities disruptive of normal hospital functions.
- Lost and found.
- Missing persons.
- Property damage.
- Illegal parking (i.e. fire lanes, handicap, etc.)

Security officer will stand by, if requested during the interviewing or questioning of the patient.