

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** ROLE OF EMPLOYEE SECURITY AND REPORTING OF  
HAZARDS/INCIDENTS

**POLICY NO.** 932

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**PURPOSE::** To define the Department's position regarding the role of the employee in participating in its security program.

**POLICY::** Employees shall observe all laws, rules, and regulations involving security of Department facilities. Employees shall report to their immediate supervisors any incident that may endanger the safety or security of patients, visitors, or fellow employees, as well as County or personal property.

Supervisors shall take action to abate such incidents, and shall report the circumstances and action taken to Security.

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**EFFECTIVE DATE:** May 08, 1978

**SUPERCEDES:** November 24, 1975

**APPROVED:** Signature on File

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