

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: SECURITY: REPORTING UNUSUAL OR SUSPICIOUS INCIDENTS	Original Issue Date: 3/01/93	Policy # 654
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Policy Owner(s): Admin, Facility Management Executive Sponsor(s): Chief Operations Officer		
Departments Consulted: Los Angeles County Sheriff's Department (LASD) Environment of Care Subcommittee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: Chief Operations Officer
		Chief Executive Officer

PURPOSE

To provide guidelines for reporting incidents that endanger Medical Center patients, visitors, or employees.

POLICY

The Los Angeles General Medical Center will contribute to the maintenance and improvement of the patient's health status in a safe environment.

Each employee shall report any unusual or suspicious occurrence in the work area to his or her respective supervisor and LASD.

These incidents may include disruptions from patients, visitors, and employees.

NOTE: Report all incidents, as seemingly minor incidents may actually be major problems. These incidents shall be documented on a Security Incident Report by the area manager/supervisor of the affected area.

RESPONSIBILITY

Administrators
All Employees
Department Managers
Los Angeles County Sheriff's Department (LASD)

PROCEDURE DOCUMENTATION

LASD Policy and Procedures Manual and Los Angeles General LASD Station Orders

REFERENCE

DHS Policy No. 934, "Reporting Incidents"
Medical Center Policy No. 643, "Security: Role of Los Angeles County Sheriff's Department (LASD) as the Facility Enforcement Agency"

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