

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: SECURITY ASSESSMENT PROGRAM	Original Issue Date: 12/15/89	Policy # 642
	Supersedes: 2/21/20	Effective Date: 2/22/24
Policy Owner(s): Admin, Facilities Management Executive Sponsor(s): Chief Operations Officer		
Departments Consulted: Facilities Management Nursing Services Information Systems 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 delineate the essential components of the established security assessment program designed to protect patients, visitors, personnel, and County assets.

POLICY

The Los Angeles General Medical Center shall provide a safe and secure environment appropriate for the provision of patient care and various health services for the public.

A Physical Security Assessment Program shall be maintained to ensure the consolidation, integration, and coordination of all security activities in accordance with relevant Federal and State laws and County codes.

PROCEDURE

The Physical Security Assessment Program shall include:

1. The identification of a Building Security Coordinator to assure the coordination of daily routine security activities.
2. Maintenance of an access control program to limit and restrict entry into all buildings. Routine entry requires:
 - All personnel who work, volunteer, or train on/in Los Angeles General Medical Center grounds/facilities shall wear an official photo identification (ID) badge at all times. This badge is the property of Los Angeles County and is not transferable.
 - Photo ID badges shall be worn between the shoulders and waist with the photograph and name clearly visible.
 - Patients and visitors shall be screened for weapons.

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- Visitor passes to be issued in accordance with each unit/area procedures.
 - Visitors whose behavior is disruptive or in violation of State laws or County Codes shall be subject to law enforcement contact.
3. Applicable practices to maintain a lock and key control system with strict accountability and enforcement. All locks and keys used to secure cabinets, lockers, and gates are official property of the County of Los Angeles and are not transferable.
 4. Establishment and maintenance of special provisions to protect County assets in sensitive work areas and the confidentiality of all staff and patient identifiable information.
 5. Crime prevention activities that educate all employees, volunteers, and contract staff regarding their accountability and responsibilities to not allow criminal activity to occur.
 6. Maintenance of an asset protection program for buildings and personnel inclusive of unannounced physical inspection of all buildings, offices, laboratories, and County-issued lockers; electronic monitoring of internal and external high-crime areas, and the routine facility-wide surveillance.
 7. Documentation and maintenance of all security breaches and other criminal incidents. Conduct on-going activities to determine specific measures to reverse adverse trends, detrimental activities, and avoid an unsafe environment for all persons.
 8. Development of incident command procedures for internal and external security threats, outlining the duties and responsibilities of all personnel to minimize the impact on routine delivery of patient care and Medical Center services.
 9. Annual assessment to evaluate the effectiveness of the Medical Center Security Assessment Program.

RESPONSIBILITY

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

REFERENCES

Welfare and Institutions Code 5328
DHS Policy #931, Role of Security Staff
Chief Executive Office’s Security Preparedness Audit Guidelines

REVISION DATES

September 1, 1994; November 13, 1998; April 9, 2002; June 22, 2004; September 5, 2008;
November 9, 2010; February 11, 2014; December 13, 2016; February 21, 2020; February 22, 2024