

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 10
VERSION: 3**

SUBJECT/TITLE: SECURITY

POLICY: The Chief Executive Officer, or designee, is responsible for developing, implementing, and monitoring a security management plan that ensures security at Olive View-UCLA Medical Center.

Security coverage shall be provided 24 hours, 7 days per week to protect the safety of patients, visitors and employees.

Under the direction of the Chief Executive Officer, or designee, it shall be the responsibility of the Los Angeles County Sheriff Department to:

- Provide continuous surveillance.
- Protect patients and employees from unauthorized visitors.
- Provide training for employees regarding their responsibilities in the area of security.
- Act as liaison with local law enforcement agencies in the reporting and investigation of incidents.
- Report Sheriff activities to Administration along with appropriate documentation.
- Participate in the Environment of Care and Emergency Management Committees.
- Actively carry out the security responsibilities stated in the Security Management Plan.

PURPOSE: To ensure a secure environment for patients, visitors and employees.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: Employees shall cooperate with Security and Sheriff staff to ensure maximum safety of patients, visitors and employees; and to prevent theft or vandalism of County or personal property.

1. All thefts, violence or threats of violence shall be reported immediately to:

OVMC Sheriff Station
Emergency: Dial ext. 111
Non- emergency: Dial ext. 3409

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2. All employees shall cooperate with the Sheriff Department and other outside law enforcement agencies during any investigation of incidents to the extent permitted by law.

References: DHS Policy No. 930, Security DHS Policy No. 931, Role of Security Staff DHS Policy NO. 933, Reporting of Stolen Property <i>ValleyCare</i> Policy No. 802, Reporting Incidents	
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