



EASTERN SHORE HOSPITAL CENTER

POLICE DEPARTMENT

POLICY/PRODEDURE MANUAL

5262 WOODS ROAD
CAMBRIDGE, MD 21613
410-221-2323/2324
FAX:410-221-2497

Original signatures on file in CEO's Office

Wallace Creighton, Police Chief I

William Webb, C.O.O.

Randy Bradford, C.E.O.

HOSPITAL POLICE MANUAL

TABLE OF CONTENTS

MISSION STATEMENT

ORGANIZATIONAL CHART

JOB DESCRIPTION SUMMARIES

ENVIRONMENT OF CARE WORKER SAFETY ORIENTATION

GOAL AND OBJECTIVES/ PERFORMANCE IMPROVEMENT

STAFF RELATED INFORMATION

ORIENTATION CHECKLIST

A.

ABUSE---see hospital policy

ABUSE, GUIDELINES FOR REPORTING AND INVESTIGATION OF-see hospital policy

ACCIDENT INVESTIGATION—see DHMH motor vehicle policy

ANIMAL CONTROL—see hospital policy

ASSAULT, PATIENT-TO-PATIENT---see hospital policy

B.

C.

CHARGES, ASSUALTS BY PATIENTS ON EMPLOYEES---see hospital policy

CITIZEN COMPLAINTS

CIVIL DISTURBANCES

CONTRABAND

CONTROLLING ACCESS TO SENSITIVE AREAS

D.

DEATHS, REPORTING OF, AND DISPOSITION OF THE DECEASED

DR. TRIAGE (INTERNAL DISASTER)

E.

EMERGENCY COMMUNICATIONS
EMERGENCY VEHICLE ASSISTANCE REPORT
EMERGENCY VEHICLE ASSISTANCE FORM

F.

FORENSIC PATIENTS, MANAGEMENT OF—see hospital policy
FTO PROGRAM

G.

GROUNDS PRIVILEGES—see hospital policy

H.

HANDCUFFS/ LEG IRONS, USE OF
HANDCUFF REPORT

I.

IDENTIFICATION BADGES/SWIPE CARDS—see hospital policy
INFECTION CONTROL—see infection control manual

J.

K.

L.

LIGHTING SURVEY (BUILDING/POLE LIGHTS)

M.

MAINTENANCE EMPLOYEES ON GROUNDS AFTER REGULAR WORK HOURS
MAINTENANCE EMERGENCIES
MED-EVAC HELICOPTER
MINI-WARD
MISSING PERSONS, RUNAWAYS, ESCAPEES, WALKAWAYS & ELOPEMENTS—
see hospital policy

MC.

N.

O.

P.

PATIENT TRANSPORTS
POWER OUTAGES
PREVENTIVE MAINTENANCE

Q.

R.

RABID ANIMALS see hospital policy
RAPE/ SEXUAL ABUSE, REPORTING AND INVESTIGATIONS—see hospital policy

SEARCH POLICY-see hospital policy
SEXUAL HARASSMENT
SHIFT SCHEDULES
SNOW & ICE / WEATHER RELATED EMERGENCIES—see hospital policy
STOREROOM WITHDRAWAL
SWIPE CARD/I.D. BADGES—see hospital policy
SUCIDES/UNATTENDED DEATHS
SURVEILLANCE CAMERAS

T.

THREE DAY LETTER-- see hospital policy
TRAFFIC CONTROL, PARKING—see hospital policy
TRANSPORTS--see hospital policy

U.

UNIFORM CHANGES

V.

VACATION REQUEST
VEHICLE REGISTRATION—see hospital policy
VEHICLE STOPS

VEHICLE ACCESS TO URGENT CARE AREAS--see hospital policy
V.I.P.S AND MEDIA

W.

WEAPONS AND FIREARMS POLICY --see hospital policy
WORK PLACE VIOLENCE

X.

Y.

Z.

EASTERN SHORE HOSPITAL CENTER



POLICE DEPARTMENT

MISSION STATEMENT

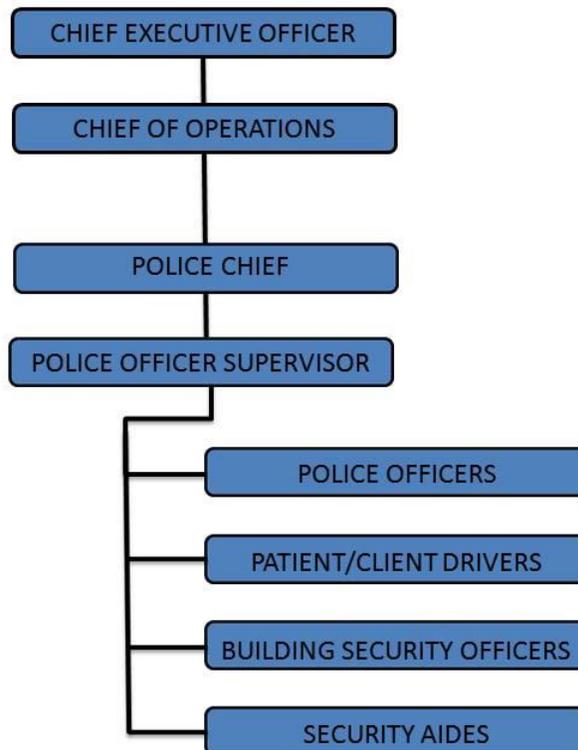
THE EASTERN SHORE HOSPITAL CENTER POLICE DEPARTMENT IS AN INTEGRAL PART OF THE EASTERN SHORE HOSPITAL CENTER. THE MISSION OF THE EASTERN SHORE HOSPITAL CENTER POLICE DEPARTMENT IS TO PROVIDE A SAFE, SECURE ENVIRONMENT TO ALL CLIENTS, EMPLOYEES, STUDENTS, INTERNS, VISITORS, AND VENDORS 24 HOURS EVERYDAY BY HIGHLY COMPETENT AND PROFESSIONAL COMMISSIONED, AND CERTIFIED POLICE OFFICERS.

EASTERN SHORE HOSPITAL CENTER



POLICE DEPARTMENT

ORGANIZATIONAL CHART



EASTERN SHORE HOSPITAL CENTER POLICE DEPARTMENT

JOB DESCRIPTION SUMMARIES

POLICE CHIEF I; IS THE SUPERVISORY LEVEL OF LAW ENFORCEMENT WORK AT A STATE FACILITY WITH TOTAL RESPONSIBILITY FOR ALL LAW ENFORCEMENT WORK AT THAT FACILITY AND ANY SATELLITE FACILITIES.

POLICE OFFICER SUPERVISOR: IS THE SUPERVISORY LEVEL OF LAW ENFORCEMENT WORK AT A STATE FACILITY. EMPLOYEES IN THIS CLASSIFICATION SUPERVISE POLICE OFFICERS AND OTHER SECURITY PERSONNEL.

POLICE OFFICER II: IS THE FULL PERFORMANCE LEVEL OF LAW ENFORCEMENT WORK ENFORCING LAWS, RULES AND REGULATIONS GOVERNING THE SAFETY AND PROTECTION OF PERSONNEL, AND STATE PROPERTY. EMPLOYEES IN THE CLASSIFICATION DO NOT HAVE SUPERVISORY RESPONSIBILITY.

POLICE OFFICER I: IS THE INTERMEDIATE LEVEL OF LAW ENFORCEMENT WORK ENFORCING THE LAWS, RULES AND REGULATIONS GOVERNING THE SAFETY AND PROTECTION OF PERSONNEL AND STATE PROPERTY. EMPLOYEES IN THIS CLASSIFICATION DO NOT HAVE SUPERVISORY RESPONSIBILITY.

POLICE OFFICER TRAINEE: IS THE ENTRY LEVEL OF LAW ENFORCEMENT WORK LEARNING TO ENFORCE LAWS, RULES AND REGULATIONS GOVERNING THE SAFETY AND PROTECTION OF PERSONNEL AND STATE PROPERTY. EMPLOYEES IN THIS CLASSIFICATION DO NOT HAVE SUPERVISORY RESPONSIBILITY.

PATIENT/CLIENT DRIVER: IS THE FULL PERFORMANCE LEVEL WORK TRANSPORTING AGED, PHYSICALLY OR MENTALLY ILL PATIENTS OR DEVELOPMENTALLY DISABLED CLIENTS WHO ARE RESIDENTS OF VARIOUS STATE TREATMENT FACILITIES OR PARTICIPANTS IN COMMUNITY-BASED PROGRAMS. EMPLOYEES IN THIS CLASSIFICATION DO NOT SUPERVISE.

BUILDING SECURITY OFFICER: A BUILDING SECURITY OFFICER IS RESPONSIBLE FOR ASSISTING HOSPITAL POLICE OFFICERS PROTECT THE SAFETY OF THE STAFF, PATIENTS, AND EQUIPMENT AT THE EASTERN SHORE HOSPITAL CENTER.

SECURITY AIDE: PROVIDES BUILDING SECURITY AT THE PUBLIC ENTRANCE TO THE FACILITY, SCREENING AND DIRECTING VISITORS, PROVIDING CLERICAL SUPPORT AS NEEDED.

<p>AREA SPECIFIC SAFETY</p> <p>CLOSEST FIRE EXTINGUISHER LOCATION</p> <p>CLOSEST EMERGENCY EXIT</p> <p>CLOSEST PULL STATION</p> <p>EMERGENCY PHONE NUMBER</p> <p>EMERGENCY PREPAREDNESS</p>	<p>INDIVIDUAL SHALL DEMONSTRATE BY IDENTIFYING THE CLOSEST</p> <ol style="list-style-type: none"> 1. FIRE EXTINGUISHER 2. EMERGENCY EXIT 3. PULL STATION TO THE OFFICE <p>INDIVIDUAL KNOWS THE EMERGENCY PHONE NUMBER.</p> <p>INDIVIDUAL CAN DESCRIBE THE DEPARTMENT'S ROLE/S IN A</p> <ol style="list-style-type: none"> 1. CODE RED 2. CODE BLUE 3. CODE GREEN 4. CODE GOLD 5. CODE GRAY 6. CODE YELLOW 7. CODE ORANGE 8. CODE PURPLE 9. CODE BLACK 		
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GOAL AND OBJECTIVES AND PERFORMANCE IMPROVEMENT

THE EASTERN SHORE HOSPITAL CENTER POLICE DEPARTMENT GOALS AND OBJECTIVES ARE KEYED OFF OF THE HOSPITAL GOALS AND THOSE GOALS ARE NECESSARY FOR THIS DEPARTMENT TO OPERATE MORE EFFICIENTLY. THE GOALS NORMALLY CENTER AROUND STAFFING, EQUIPEMENT, AND COMMUNICATION WITH OTHER DEPARTMENTS AND AGENCIES BUT ARE NOT LIMITED TO THESE ALONE THE GOALS AND OBJECTIVES AND THE PERFORMANCE IMPROVEMENT REPORT CAN BE FOUND IN THE HOSPITAL Q.I. DEPARTMENT.

STAFF RELATED INFORMATION

ALL E.S.H.C. POLICE OFFICERS HAVE BEEN TRAINED BY THE MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS. ALL OF THE POLICE OFFICERS ARE CERTIFIED AND COMMISSIONED. ALL POLICE OFFICERS RECEIVE ANNUAL TRAININGS IN THE FOLLOWING: ANNUAL MANDATORIES, C.P.R., FIRST AID, AND PREVENTIONMANAGEMENT OF AGGRESSIVE BEHAVIOR.

ALL TRAINING, COMMISSION AND CERTIFICATION VALIDATION FOR THE HOSPITAL POLICE OFFICERS MAY BE FOUND IN THE OFFICER'S PERSONNEL FILE AND THEIR COMPETENCY FILES.

ALL OTHER PERSONNEL ATTEND E.C.H.C. STAFF DEVELOPMENT FOR ANNUAL MANATORIES, CPR, 1ST AID, AND PMAB..

**Citizen Complaints/
Police Officer Complaint Form**

It is the policy of the Eastern Shore Hospital Center Police Department to investigate all complaints against department employees.

The Police Chief is responsible for investigating and reviewing citizen complaints in a fair and equitable manner. Citizens may file a complaint:

Using the attached complaint form

A complaint form may also be obtained from any Eastern Shore Hospital Center Police Officer.

In person or in writing, to the Police Chief at the following address:

Write to: Eastern Shore Hospital Center Police Department
Attention Police Chief
5262 Woods Road Cambridge, MD 21613
Cambridge, MD 21613

For citizens who wish to appear in person, business hours are 8 a.m. to 4 p.m., Monday through Friday

Citizens may file a complaint by telephone with the Police Chief at (410) 221-2324 -

There is a voice mail system for those who call after business hours

Citizens may also file a complaint (in person, in writing, or by telephone) with the Police Officer Supervisor.

Persons may be held criminally and/or civilly liable for knowingly filing a false complaint or making a false statement.



Complaint Form
EASTERN SHORE HOSPITAL CENTER POLICE DEPARTMENT
P.O. BOX 800, 5262 WOODS RD. CAMBRIDGE, MARYLAND, 21613
PHONE (410)-221-2323 FAX.(410)221-2497

Complainants Name: _____ **Date of Birth:** _____

Address: _____

Telephone Home: _____ **Cell:** _____

Date Incident Occurred: ____ / ____ / ____

Witness Name(s)	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Officers Name(s)

Nature of Complaint (Describe what occurred): _____

Signature: _____ **Date:** _____

E.S.H.C. POLICE DEPARTMENT POLICY

EFFECTIVE:

REVIEWED:		1/20/13		
REVISED:	7-2004			
ADDENDUM:				

CIVIL DISTURBANCES

HANDLING OF CIVIL DISTURBANCES:

IN THE EVENT OF A CIVIL DISTURBANCE, THE HOSPITAL POLICE OFFICER MAY CONTACT THE FOLLOWING LOCAL AGENCIES AS NEEDED.

1. 911 CENTER
2. CAMBRIDGE POLICE
3. DORCHESTER COUNTY SHERIFF'S DEPARTMENT
4. MARYLAND STATE POLICE

THE HOSPITAL POLICE CHIEF IS ALSO TO BE NOTIFIED. IN THE EVENT THAT THE CHIEF CAN NOT BE REACHED THE POLICE SUPERVISOR IS TO BE NOTIFIED. ADDITIONAL HOSPITAL POLICE MAY BE CALLED TO WORK IF NEEDED. THE SUPERINTENDENT ALONG WITH THE ASSISTANT SUPERINTENDENT WILL BE NOTIFIED AND KEPT INFORMED OF THE SITUATION. THE HOSPITAL POLICE OFFICERS MAY UTILIZE THE BASE STATION AND CELL PHONES AS NEEDED.

HOSPITAL POLICE MANUAL "C" INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:8/95

REVIEWED	3/88	7/04	1/20/13	
REVISED	9/96	6/2008		

CONTRABAND

THE HOSPITAL POLICE WILL INVENTORY AND SECURE ALL CONTRABAND AND WEAPONS THAT ARE REMOVED FROM PATIENTS WHILE THEY ARE RESIDING AT E.S.H.C. SOME CONTRABAND ITEMS MAY BE DESPOSED OF/ DESTROYED.

SOME ITEMS WILL BE SECURED IN THE HOSPITAL POLICE OFFICE TO BE RETURNED TO THE PERSON UPON THEIR DISCHARGE. THOSE ARTICLES THAT ARE TO BE RETURNED WILL BE PLACED ON A PERSONAL PROPERTY FORM THAT IS FILLED OUT WHENEVER PROPERTY IS TURNED IN TO THE HOSPITAL POLICE DEPT. SOME CONTRABAND MAY BE HELD AS EVIDENCE. UPON DISCHARGE FROM E.S.H.C. PATIENT WILL COME TO THE E.S.H.C POLICE OFFICE AND THE PATIENT AND/OR THOSE TRANSPORTING THEN , WILL FILL OUT A PART OF THE PERSONAL PROPERTY FORM.

E.S.H.C. POLICE POLICY

EFFECTIVE: 6/96

REVIEWED:	3/98	7/04	6/08	1/20/13
REVISED:				
ADDENDUM:				

CONTROLLING ACCESS TO SENSITIVE AREAS

CONTROLLING ACCESS TO SENSITIVE AREAS, AS DETERMINED BY THE ORGANIZATION:

TO CONTROL ACCESS TO SENSITIVE AREAS, HOSPITAL POLICE ARE ISSUED SPECIFIC KEYS TO LIMIT ACCESS TO THESE AREAS.

A RECORD IS KEPT OF KEYS TO SENSITIVE AREAS AND WHO ARE AUTHORIZED TO UTILIZE CERTAIN KEYS. THIS RECORD IS KEPT BY THE HOSPITAL LOCKSMITH.

UPON REQUEST THE HOSPITAL POLICE MAY UNLOCK A SENSITIVE AREA FOR AN INDIVIDUAL IF THE PERSON IS AUTHORIZED INTO THIS AREA AND IT IS DEEMED NECESSARY BY THE HOSPITAL POLICE OFFICER.

EACH STAFF MEMBER , WITHIN THE HOSPITAL IS ISSUED A SET OF KEYS TO USE DEPENDING ON THE AREA IN WHICH THEY WILL NEED ACCESS OR HAVE AUTHORIZATION FOR ACCESS. A KEY REQUEST FORM IS MAINTAINED BY THE LOCK SMITH FOR ACCOUNTABILITY. THE EMPLOYEE WILL SIGN A CARD TO ACKNOWLEDGE RECEIPT OF THE KEYS.

THE LOCKSMITH IS RESPONSIBLE FOR MAINTAINING A RECORD OF KEYS, ISSUING KEYS, LOCK SMITHING DUTIES AND OVER ACCOUNTABILITY OF KEYS.

REFERENCES:

HOSPITAL POLICE MANUAL AC@ INDEX
NURSING POLICY MANUAL AK@ INDEX
HOSPITAL POLICY AK@ INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:6/99

REVIEWED:	7/04	6-08	1/20/13	
REVISED:	2/2000	2-2003		
ADDENDUM:				

EMERGENCY COMMUNICATIONS

I. EMERGENCY RADIO-WALKIE USE(EVENINGS, WEEKENDS, AND HOLIDAYS);

BETWEEN THE HOURS OF 11:PM AND 7:AM EVERYDAY, THE DISPATCHERS OF THE DORCHESTER CENTRAL (911 CENTER) WILL MONITOR THE EASTERN SHORE HOSPITAL CENTER POLICE OFFICERS.

THE 911 CENTER OPERATORS WILL CALL THE ESHC POLICE OFFICER ON DUTY ONCE AN HOUR. IF THE OPERATOR DOES NOT RECIVE ANY RESPONSE IN A RESONABLE AMOUNT OF TIME THE OPERATOR WILL ATTEMPT TO CALL THE OFFICER ON THE TELEPHONE. IF STILL NO RESPONSE THE OPERATOR WILL CONTACT THE ESHC OPERATOR/OR REMOTE OPERATOR AND HAVE THEM ATTEMPT TO CONTACT THE OFFICER.

NOTE: THE 911 OPERATORS WILL GIVE A RADIO CHECK AT LEAST ONCE AN HOUR

BETWEEN-11:PM-7:AM EVERYDAY INCLUDING WEEKENDS AND HOLIDAYS.

TELEPHONE NUMBERS FOR E.S.H.C.POLICE DEPT.:

- 1) E.S.H.C. -----410-221-2300
- 2) E.S.H.C. POLICE DEPT.-----410-221-2323 &410-221-2324
- 3) FAX NO.-----410-221-2497

II. SWITCH BOARD/ TELEPHONE FAILURE:

IN THE EVENT OF A SWITCHBOARD/ TELEPHONE FAILURE THE HOSPITAL POLICE WILL NOTIFY EACH UNIT OF THE COMMUNICATIONS FAILURE. THE HOSPITAL POLICE OFFICER WILL ADVISE EACH UNIT TO TURN ON THEIR RADIOS. THE CHARGE NURSE WILL ASSIGN A STAFF PERSON ON THAT UNIT TO MONITOR THE RADIO DURING THE COMMUNICATIONS FAILURE. THE RADIOS ARE FOR EMERGENCY COMMUNICATIONS ONLY DURING THE COMMUNICATIONS FAILURE.

NOTE: THE FOLLOWING RADIOS (WALKIE-TALKIE) ARE ON FOLLOWING UNITS FOR

EMERGENCY COMMUNICATIONS:

- 1) NANTICOKE –UNIT #26
- 1) CHOPTANK-UNIT #27
- 2) WICOMICO-UNIT #23
- 3) STEPPING STONE- UNIT #22

AFTER THE COMMUNICATIONS FAILURE HAVE BEEN CORRECTED, THE HOSPITAL POLICE OFFICER WILL ADVISE EACH UNIT THAT THE COMMUNICATIONS SYSTEM IS NOW WORKING PROPERLY, AND THE UNITS CAN TURN OFF THEIR RADIOS (WALKIE-TALKIES).

HOSPITAL POLICE MANUAL “E” INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	7/04	6/08	1/20/13		
REVISED:					
ADDENDUM:					

TITLE: EMERGENCY VEHICLE ASSISTANCE REPORT

PURPOSE: TO ABLE THE E.S.H.C. POLICE OFFICER TO ASSIST MOTORIST THAT ARE DISABLED WHILE ON THE HOSPITAL PROPERTY WHILE RELEASING THE OFFICER OF ANY LIABILITY FROM DAMAGES THAT MAY RESULT WHILE THE ASSISTANCE IS BEING RENDERED.

SCOPE: ALL VISITORS, STAFF, STUDENTS, AND VENDORS

POLICY: WHENEVER AN EASTERN SHORE POLICE OFFICER IS CALLED TO RENDER ASSISTANCE TO ANY MOTORIST IN REFERENCE TO DISABLED VEHICLES, THE OFFICER WILL REQUEST THAT THE MOTORIST FILL OUT AN EMERGENCY VEHICLE ASSISTANCE REPORT. THE REPORT WILL CONTAIN THE FOLLOWING:

1. LOCATION OF VEHICLE
2. DATE
3. VEHICLE MAKE
4. MODLE
5. YEAR OF VEHICLE
6. TIME OF REQUEST
7. TAG NUMBER
8. OPERATOR OF VEHICLE
9. PROBLEM WITH VEHICLE
10. ACTION TAKEN BY THE OFFICER
11. NAME OF OFFFICER
12. SIGNATURE OF DRIVER
13. PRINTED NAME OF DRIVER

THIS REPORT IS FILLED OUT ANYTIME THE E.S.H.C. POLICE OFFICERS RENDERS ASSISTANCE TO ANY MOTORIST WHILE ON DUTY.

HOSPITAL POLICE MANUAL---INDEX'E'

EASTERN SHORE HOSPITAL CENTER



POLICE DEPARTMENT

EMERGENCY VEHICLE ASSISTANCE REPORT

LOCATION OF VEHICLE _____ DATE _____

VEHICLE MAKE _____ MODEL _____ YEAR _____ TIME _____

TAG NUMBER _____ OPERATOR OF VEHICLE _____

PROBLEM _____

ACTION TAKEN _____

ASSISTING OFFICER _____

I AM REQUESTING VEHICLE ASSISTANCE FROM THE EASTERN SHORE HOSPITAL CENTER POLICE DEPARTMENT. I HEREBY RELEASE THE EASTERN SHORE HOSPITAL CENTER AND THE OFFICER ASSISTING ME FROM ANY LIABILITY FOR DAMAGES TO THIS VEHICLE OR ANY INJURIES SUBSTAINED.

SIGNATURE OF MOTORIST _____

PRINTED NAME _____

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	4/94	7/04	6/08		
REVISED:	3/96	12-29-00	1/20/13		
ADDENDUM:					

HANDCUFFS, LEG IRONS, USE OF

HANDCUFFS, AND LEG IRONS ARE USED AS A RESTRAINT TO PROTECT THE PATIENT, STAFF, THE OFFICER, AND OTHERS.

HANDCUFFS AND LEG IRONS ARE ONLY TO BE APPLIED BY HOSPITAL POLICE OFFICERS OR BUILDING SECURITY OFFICERS WHO HAVE RECEIVED TRAINING BY THE MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSION.

HANDCUFFS, AND LEG IRONS MAY BE USED AS A TEMPORARY RESTRAINING MEASURE WHEN TRANSFERRING A PATIENT AND NO OTHER CONTROL CAN BE MAINTAINED.

HANDCUFFS/LEG IRONS WILL BE USED AS A RESTRAINT WHEN IT IS ORDERED THAT A FORENSIC/COURT PATIENT BE TRANSFERRED TO ANOTHER AREA OR FACILITY.

WHENEVER HANDCUFFS OR LEG IRONS ARE USED AS A RESTRAINT, A "HANDCUFF REPORT" WILL BE FILED IN THE HOSPITAL POLICE OFFICE.

AFTER USE OF HANDCUFFS/ LEG IRONS THESE ITEMS SHOULD BE PROPERLY CLEANED AND DECONTAMINATED AFTER CONTACT WITH BLOOD OR FLUIDS WHICH MAY CONTAIN BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS.

THESE ITEMS SHOULD BE CLEANED WITH AN APPROPRIATE CHEMICAL GERMICIDE SOLUTION FOR DISINFECTION. THE LABEL ON THE GERMICIDE SHOULD INDICATE THAT IT WILL NOT CORRODE METAL PRODUCTS AND THAT IT IS EFFECTIVE AGAINST BACTERIA AND FUNGI, INCLUDING TB.

HOSPITAL POLICE MANUAL "H" INDEX

EASTERN SHORE HOSPITAL CENTER



POLICE DEPARTMENT
HANDCUFF REPORT

DATE: _____ SHIFT: _____ TIME CUFFED: _____ TIME UNCUFFED: _____

FACILITY OF OCCURRENCE: ESHC

PATIENT NAME: _____

AGE: ___ UNIT: _____

STAFF MEMBERS PRESENT AT TIME OF HANDCUFF/LEG IRONS APPLIED:

1. _____
2. _____
3. _____
4. _____
5. _____

OFFICER APPLYING HANDCUFFS/LEG IRONS: _____

REASON FOR HANDCUFFS/LEG IRONS: (circle reason)

1. Transport to court.
2. Transport to another treatment facility.
3. Transport to another area of the hospital when other options unsafe.
4. Public safety (serious/imminent threat of violence to self, others or property).
5. Other: Explain _____

POLICE/BSOSIGNATURE: _____ DATE: _____

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	3/98	8/2004	6/08	1/20/13
REVISED:	3/96			

LIGHTING SURVEY (BUILDING/ POLE LIGHTS)

TO MAINTAIN A SAFE THERAPEUTIC ENVIRONMENT FOR PATIENTS, EMPLOYEES, AND VISITORS THE E.S.H.C. POLICE DEPT. WILL CONDUCT LIGHTING SURVEYS UPON REQUEST FROM THE MAINTENANCE DEPARTMENT.

THE E.S.H.C. POLICE DEPT. STAFF WILL ALSO CONDUCT LIGHTING SURVEYS AS DEEMED NECESSARY.

THE LIGHTING SERVEY WILL CONSIST OF A SURVEY OF BUILDING AND POLE LIGHTS THAT ARE IN-OPERATIVE. A DAILEY MAINTENANCE LOG OF REPAIRS NEEDED WILL BE FILLED OUT BY THE OFFICER CONDUCTING THE SURVEY. A DUPLICATE COPY WILL BE MADE FOR THE MAINTENANCE DEPT. AND THE ORGINIAL WILL BE FILED IN THE E.S.H.C. POLICE OFFICE.

(ATTACHED-DAILY MAINTENANCE LOG OF REPAIRS NEEDED FORM)

HOSPITAL POLICE MANUAL "L" INDEX

ESHC REPAIR LOG Maintenance Department

Date Requested		Building/Unit	
Requested by		Room #	
Department Requesting _____		Equip.Inventory # _____	

Equipment Type I.E.: Bookcase, chair, desk, table, etc:

INSTRUCTIONS: *For Emergencies*, Supervisors call ext. 2365 or ext. 2372 forward written work order

For Submission:

1. Print form
2. Fill out form
3. Obtain Required Signature
4. Forward form to Maintenance Department

Description of Problem:

Exact location

<input type="checkbox"/>	Approved by Supervisor/Dept. Head	Approver's Name	
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Name or Signature Required

For Maintenance Department use only

Approved by		Priority Level	I <input type="checkbox"/>	II <input type="checkbox"/>	III <input type="checkbox"/>
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Type of Job:	Repair <input type="checkbox"/>	Construction <input type="checkbox"/>	Service <input type="checkbox"/>	Scheduled Maintenance <input type="checkbox"/>
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Date Assigned		Assigned to	
---------------	--	-------------	--

Additional Job comments:

Work completed Signature _____ Date _____
Inspector Signature _____ Date _____
Equipment returned to original location _____ Date: _____

Equipment disposal to storeroom Rec. by: _____

**IF EQUIPMENT IS TO BE DISPOSED, COPY TO BUSINESS OFFICE FOR DISPOSAL
PROCESSING.**

E.S.H.C.POLICE POLICY

EFFECTIVE:

REVIEWED:	3/98	7/04	6/08	1/20/13
REVISED:	10/96	8/99	2/2000	
ADDENDUM:				

MAINTENANCE STAFF ON GROUNDS AFTER HOURS

ALL MAINTENANCE EMPLOYEES THAT ARE ON HOSPITAL GROUNDS AFTER NORMAL WORKING HOURS, HOLIDAYS, AND WEEKENDS WILL REPORT TO THE HOSPITAL POLICE OFFICER ON DUTY.

THE EMPLOYEE WILL ADVISE THE OFFICER AS THE REASON FOR BEING ON THE GROUNDS, WHAT AREA THEY WILL BE WORKING IN, AND ADVISE THE OFFICER WHEN THEY WILL DEPART THE GROUNDS.

IN THE EVENT THAT THE HOSPITAL POLICE OFFICER IS NOT ON THE GROUNDS, THE MAINTENANCE EMPLOYEE WILL REPORT TO THE SWITCHBOARD IF IT IS IN OPERATION.

IF THE SWITCHBOARD IS NOT IN OPERATION THE MAINTENANCE EMPLOYEE WILL CONTACT THE OFFICER ON DUTY BY CALLING THEM AT 2323 OR 2324, OR CALL OPERATOR.

THE OFFICER ON DUTY WILL LOG THE MAINTENANCE EMPLOYEE'S NAME, TIME AND REASON FOR BEING ON THE GROUND AFTER HOURS.

HOSPITAL POLICE MANUAL "M" INDEX
ALSO, SEE MAINTENANCE POLICY

E.S.H.C. POLICE POLICY

EFFECTIVE: 4/16/82

REVIEWED:		7/04	6/08	
REVISED:	12/31/00	1/14/13	2/19/14	
ADDENDUM:				

MAINTENANCE EMERGENCIES

SHOULD A MAINTENANCE BREAKDOWN OCCUR AFTER NORMAL WORKING HOURS, WEEKENDS, OR HOLIDAYS, THE HOSPITAL POLICE OFFICER ON DUTY WILL EVALUTE THE PROBLEM. IF IT IS CONSIDERED TO BE AN EMERGENCY THE OFFICER ON DUTY WILL CALL THE MAINTENANCE SUPREVISOR OR THE MAINTENANCE CHIEF LISTED BELOW. IF FOR SOME RESON THE MAINTENANCE SUPERVISOR OR MAINTENANCE CHIEF ARE NOT AVAILABLE, THE HOSPITAL POLICE OFFICER CAN CALL THE APPROPRIATE TRADESMEN.

IF THERE IS NO HOSPITAL POLICE OFFICER ON DUTY, THE CALL SHOULD THEN BE MADE BY THE NURSING SUPERVISOR AS STATED.

MAINTENANCE SUPERVISOR----- 228-4252

AIR CONDITION & REFRIGERATION

Bridenbaugh, Rob 443-880-7226
MOWBRAY, WAYNE 443-205-2735

LOCKS

MOWBRAY, WAYNE 443-205-2735
Bridenbaugh, Rob 443-880-7226

CARPENTER & GLASS

WAYNE MOWBRAY 443-205-2735
WADE DAWSON 443-521-2197

PLUMBING

MOWBRAY, WAYNE 443-205-2735

ELECTRICIAN

WILSON, GEORGE 410-443-9471
WILLIAMS, RANDY 749-1781

STEAMFITTING & HEATING

MOWBRAY, WAYNE 443-205-2735
Bridenbaugh, Rob 443-880-7226

Snow and Ice Detail

WILSON, GEORGE 410-443-9471
WILLIAMS, RANDY 749-1781

MOWBRAY, WAYNE 443-205-2735
Bridenbaugh, Rob 443-880-7226

HOSPITAL POLICE MANUAL "M" INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	3/98	7/04	6/08	1/11/13	
REVISED:	3/96				
ADDENDUM:					

MED-EVAC HELICOPTER

IN THE EVENT THAT THE MED-EVAC HELICOPTER SHALL UTILIZE THE E.S.H.C. FOR A LANDING ZONE, THE E.S.H.C. POLICE OFFICER ON DUTY SHALL RESPOND TO THE DESIGNATED LANDING ZONE TO MINIMIZE UNAUTHORIZED INDIVIDUALS AND VEHICLES.

THE OFFICER WILL MAKE EVERY EFFORT TO MAINTAIN A SAFE DISTANCE BETWEEN UNAUTHORIZED INDIVIDUALS AND THE MED-EVAC HELICOPTER.

THE E.S.H.C. POLICE MAY ALSO REQUEST THE MED-EVAC HELICOPTER TO ASSIST IN SEARCHING FOR MISSING PATIENTS.

HOSPITAL POLICE MANUAL "M" INDEX

E.S.H.C. POLICE POLICY

EFFEFFECTIVE:

REVIEWED:	7/04	6/08	1/11/13		
REVISED:	2/2000	2-2003			
ADDENDUM:					

MINI-WARD

SECURITY:

THE OFFICER/OFFICERS ON DUTY ON EVERY SHIFT SHALL MAKE A SECURITY CHECK OF THE MINI-WARD. THE OFFICER/OFFICE WILL BE LOOKING FOR ANTTING THAT WOULD CAUSE A SECURITY OR SAFETY PROBLEM. ANY PROBLEMS THAT ARE FOUND SHALL BE REPORTED AND THOSE THAT ARE DEEMED ESSENTIAL SHALL, BE REPORTED AND TAKEN CARE OF AS SOON AS POSSIABLE.

THE TIME OF THE SECURITY CHECKS WILL BE AT THE DESCRETION OF THE OFFICER ON DUTY. IF ANYTHING IS FOUND THAT WOULD REQUIRE A MAINTENANCE EMPLOYEE, HE OFFICER WILL CALL THE MAINTENANCE EMPLOYEE AS PER SECURITY POLICY. IF REQUESTED THE OFFICER WILL REMAIN WITH THE MAINTENANCE EMPLOYEE UNLESS THE OFFICER RECIVES A CALL THAT TAKES PRECEDENCE OVER THE EMERGENCY MAINTENANCE ON THE MINI-WARD.

ALL SECURITY CHECKS ARE TO BE DOCUMENTED IN THE SECURITY LOG.

HOSPITAL POLICE MANUAL "M" INDEX

**E.S.H.C. POLICE DEPARTMENT POLICY
Orientation / Field Training Observation Program**

EFFECTIVE:

REVIEWED:	6/08	1/11/13		
REVISED:	7/2004			
ADDENDUM:				

GOAL:

1. To orientate new police officer trainee's to their work area.
2. To introduce the police officer trainee to patients, volunteers, staff and their roles in the hospital community.
3. To orientate the police officer trainee to all assigned job functions.

Field training will be a minimum of 240 hours (Maryland Police & Correctional Training Commission (MPCTC) Regulations, Code of Maryland Regulations (COMAR) 12.04.01.17 and a satisfactory performance shall be demonstrated by the police officer trainee to the field training officer. A trainee will NOT be released from the field training program until the trainee receives:

1. Maryland Special Police Commission,
2. Maryland Police & Correctional Training Commission compliance card
3. Has completed all tasks outlined by the field training program,
4. Has been signed off on by the field training officer and approved by the Chief of Police.

Phase 1

During phase 1, the police officer trainee will complete:

1. All Staff Development / Hospital orientation requirements,
2. Apply for Maryland Special Police Commission,
3. Review policy and procedures,
4. Become familiar with the hospital layout, departmental locations, and the environment of care.

All task are outlined in the attached field training observation report (FTO form 1.pdf).

Phase 2

During phase 2, the police officer trainee will OBSERVE the field training officer in all job related functions and assignments. The field training officer shall explain in detail what the hospital police roll is in each function and assignment.

All task are outlined in the attached field training observation report (FTO form 2.pdf).

Phase 3

During phase 3, the police officer trainee will **PERFORM** all job related functions and assignments with the assistance of the field training officer. The field training officer will make comments and recommendations to assure the police officer trainee has a complete understanding of each job related function or assignment.

All tasks are outlined in the attached field training observation report (FTO form 2.pdf).

Phase 4

During phase 4, the police officer trainee will perform all job related functions and assignments on all shifts. The field training officer will observe and will assess the performance of the police officer trainee in each job function. The field training officer will document his or her assessment on the field training observation report. At the completion of this phase, the field training officer will determine if the police officer trainee has successfully completed the Orientation / Field Training Observation program. The field training officer will meet with the Chief of Police and make recommendations to determine if the Orientation / Field Training Observation training has been completed successfully or if additional training may be required. If successful the Chief of Police will complete, sign and send the attached form (FTO form 3.pdf) to the Maryland Police & Corrections Training Commission.

All tasks are outlined in the field training observation report

EASTERN SHORE HOSPITAL CENTER POLICE DEPARTMENT

POLICE OFFICERS ORIENTATION CHECK LIST

NAME: _____ **DATE:** _____

	DATE COMPLETED
1. INTRODUCTION TO STAFF MEMBERS	
2. TOUR AND EXPLANATION OF ALL UNITS, DEPTS./SERVICES	
3. PERSONNEL ORIENTATION	
4. NEW EMPLOYEE HOSPITAL ORIENTATION	
5. REQUEST FOR KEYS/ SWIPE CARD	
6. COMPUTER BASICS	
7. GROUPWISE	
8. WORKER SAFETY/ ENVIRONMENT OF CARE COMPTENCY CHECK SHEET	
9. EMERGENCY PREPAREDNESS/HEICS	
10. MS 22/PEP	
11. CPR	
12. FIRST AIDE	
13. CORPORATE COMPLIANCE	
14. DOMESTIC/WORKPLACE VIOLENCE	
15. PMAB	
16. MPTC ENTRY LEVEL CLASS (COMPLETED)	
17. DEPARTMENT POLICIES AND PROCEDURES	
18. CO-OCCURING SELF LEARNING PACKET	

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____



Eastern Shore Hospital Center Police Department

Field Training Program Observation Report

Probationary Officer: _____

Field Training Officer: _____

Total FTO hours: _____

FTO Training Start Date:	Task		
FTO Training Completion Date:	YES NO	Date	FTO Int.

1	Trainee is knowledgeable in regards towards policies and procedures for patient transports and has participated/completed transports of a patient off the ESHC state property.	<input type="checkbox"/>	<input type="checkbox"/>		
2	Trainee is knowledgeable about when to contact maintenance staff and when to request their assistance. Examples (Power outages, ice/snow on road/walk ways, destruction of property, hazardous condition that requires maintenance)	<input type="checkbox"/>	<input type="checkbox"/>		
3	Trainee is knowledgeable about all agency codes (Code Green, Blue, Red, Yellow, Gray, Orange, Gold, Silver) and what his/her role is in each.	<input type="checkbox"/>	<input type="checkbox"/>		

4	Admissions: Trainee is knowledgeable of the policies and procedures and the police departments role in the admission of a patient to ESHC.	<input type="checkbox"/>	<input type="checkbox"/>		
5	Trainee understands where the basic safety functions of the building are located. Examples (Sprinkler cut off systems, fire alarm panel, generators, fire extinguisher)	<input type="checkbox"/>	<input type="checkbox"/>		
6	Officer Safety: Trainee is aware of his/her surroundings and conducts his/her self in a safe and professional manner around fellow officers, staff and patients.	<input type="checkbox"/>	<input type="checkbox"/>		

7	Trainee has completed the following reports	<input type="checkbox"/>	<input type="checkbox"/>		
	Operations Report	<input type="checkbox"/>	<input type="checkbox"/>		
	Sexual Assault/Harassment Notification Form	<input type="checkbox"/>	<input type="checkbox"/>		
	Escape Form	<input type="checkbox"/>	<input type="checkbox"/>		
	Missing Person's Report	<input type="checkbox"/>	<input type="checkbox"/>		
	Vehicle Assistance Report	<input type="checkbox"/>	<input type="checkbox"/>		
	Forensic Patient Transport Assessment Form	<input type="checkbox"/>	<input type="checkbox"/>		
	Handcuff Report	<input type="checkbox"/>	<input type="checkbox"/>		
	Mileage Form	<input type="checkbox"/>	<input type="checkbox"/>		
	Fuel Ticket	<input type="checkbox"/>	<input type="checkbox"/>		

8	Report writing: Trainee writes/types reports that are of correct accuracy, grammar, spelling, completeness, organized, detailed, neatness	<input type="checkbox"/>	<input type="checkbox"/>		
9	Log book: Trainee has knowledge of and understands how to access, utilize and when to log entries into the log book.	<input type="checkbox"/>	<input type="checkbox"/>		
10	Trainee possesses satisfactory and appropriate Interview and Investigative Skills.	<input type="checkbox"/>	<input type="checkbox"/>		

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11	Trainee is knowledgeable on use of computer programs, Administrative workstation, Asure ID 7, reset users password, E-chart, Gmail (E-mail account)	<input type="checkbox"/>	<input type="checkbox"/>		
12	Radio: Trainee is capable of Listening/Comprehending/Transmission of portable and vehicle radios.	<input type="checkbox"/>	<input type="checkbox"/>		

13	Trainee has participated in and understands the police department search policy.	<input type="checkbox"/>	<input type="checkbox"/>		
14	Trainee is knowledgeable and has completed an actual report or mock report of the DHMH sexual assault and harassment form in reference to any sexual allegation brought forth by a patient. Examples (Sexual Assault, Indecent Exposure, Rape, Sex Offenses, Sexual Abuse)	<input type="checkbox"/>	<input type="checkbox"/>		
15	Trainee is knowledgeable of when to notify staff/patients of their right to file criminal charges and notifying them of how they should contact the commissioner.	<input type="checkbox"/>	<input type="checkbox"/>		
16	Trainee is knowledgeable of and has completed an actual or mock emergency vehicle assistance report.	<input type="checkbox"/>	<input type="checkbox"/>		
17	Trainee understands the use of handcuffs, leg irons and when to utilize them.	<input type="checkbox"/>	<input type="checkbox"/>		
18	Trainee is knowledgeable of and has completed a handcuff report.	<input type="checkbox"/>	<input type="checkbox"/>		
19	Trainee is knowledgeable of the use of the police vehicle and the equipment installed inside. Trainee also possesses safe driving skills.	<input type="checkbox"/>	<input type="checkbox"/>		

20	Trainee is knowledgeable in regards to patient commitment status. Example (IST, NCR, Detainer, Hospital Warrant, PC, Voluntary, Conditions of Release)	<input type="checkbox"/>	<input type="checkbox"/>		
21	Trainee is knowledgeable and aware of how to perform a proper security check of the mini ward on each shift.	<input type="checkbox"/>	<input type="checkbox"/>		
22	Trainee is knowledgeable of and has completed an actual or mock report of a patient elopement/escape.	<input type="checkbox"/>	<input type="checkbox"/>		
23	Vehicle stops: Should a vehicle stop need to be performed, the trainee is aware and understands the policy and procedure regarding such a stop.	<input type="checkbox"/>	<input type="checkbox"/>		
24	Trainee understands the duties of all shifts (Day shift, evening shift and night shift)	<input type="checkbox"/>	<input type="checkbox"/>		

25	Trainee has read the hospital seclusion/restraint policy and understands what constitutes a seclusion/restraint.	<input type="checkbox"/>	<input type="checkbox"/>		
26	Trainee understands and has completed a Forensic patient transport assessment form.	<input type="checkbox"/>	<input type="checkbox"/>		

27	Trainee knows how to conduct proper field interviews of suspicious persons or unauthorized people on the hospital grounds.	<input type="checkbox"/>	<input type="checkbox"/>		
28	Trainee is aware of the contraband list and which items in a patient's possession are considered contraband.	<input type="checkbox"/>	<input type="checkbox"/>		
29	Trainee is knowledgeable of the proper storage in the evidence lockers of contraband that has been confiscated.	<input type="checkbox"/>	<input type="checkbox"/>		

30	Trainee is aware of when, if needed, to contact the Cambridge City Police Department for assistance with investigations, combative patients, codes, etc.	<input type="checkbox"/> <input type="checkbox"/>		
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Most Satisfactory Area of Performance: _____
Specify Incident That Demonstrates This:

Areas of performance to be improved : _____
Specific Incident That Demonstrates This:

Field Training Officer Comments: This section will be completed by the field training officer upon the completion of the trainee's field training program and shall include a recommendation/opinion of the training officer in regards to the trainee being fit or unfit to perform the duties of solo patrol as a police officer for the Eastern Shore Hospital Center Police Department. Upon completion, of field training, copies of this form will then be made and provided to the police trainee, police field training officer, police supervisor (Sergeant) and chief of police.

(Trainee Signature)

(FTO Officer Signature)

(Chief of Police)

E.S.H.C. POLICE DEPT. POLICY

REVIEWED:	7/98	7/04	6/08	
REVISED:	10/2000	1/20/13	2/14/14	
ADDENDUM:				

PATIENT TRANSPORTS

PURPOSE: FOR THE SAFE, SECURE TRANSPORTION OF ALL PATIENTS.

SCOPE: ALL PATIENTS THAT REQUIRE A HIGHER LEVEL OF SECURITY DURING TRANSPORATION.

POLICY: THE HOSPITAL POLICE OR BUILDING SECURITY OFFICERS WILL TRANSPORT THOSE PATIENTS THAT REQUIRE A HIGHER LEVEL OF SECURITY. THE HOSPITAL POLICE SHALL BE NOTIFIED WHENEVER A PATIENT REQUIRING A HIGH LEVEL OF SECURITY IS TO BE TRANSPORTED OFF THE GROUNDS FOR ANY REASON. THE HOSPITAL POLICE OR BUILDING SECURITY OFFICERS WILL TRANSPORT ALL PATIENTS TO ALL COURT PROCEEDINGS. THE HOSPITAL POLICE OR BUILDING SECURITY OFFICERS WILL TRANSPORT ALL PATIENTS WHO ARE COMMITTED WITH DETAINERS, REGISTERED SEX OFFENDERS AND PATIENTS FOUND INCOMPETANT TO STAND TRIAL (IST) OFF THE HOSPITAL GROUNDS. A NCR PATIENT TRANSPORT FORM WILL BE COMPLETED BY THE HOSPITAL POLICE OFFICER ON DUTY FOR PATIENT’S WHO ARE COMMITTED AND ARE DEEMED NOT CRIMINALLY RESPONSIBLE (NCR) BY THE COURTS. (SEE ATTACHED FORM). THE HOSPITAL POLICE OFFICER WILL CONTACT NURSING STAFF ON THE PATIENT’S UNIT AND ASK THE SIX QUESTION SURVEY. IF THE CONTACTED NURSING STAFF ANSWERS “NO” TO ALL SIX QUESTIONS, THE PATIENT MAY BE TRANSPORTED BY THE PATIENT CLIENT DRIVER AND NURSING STAFF ALONE. IF THE CONTACTED NURSING STAFF ANSWERS “YES” TO ANY OF THE SIX QUESTIONS, THE HOSPITAL POLICE OR BUILDING SECURITY OFFICER’S **MUST** TRANSPORT THE PATIENT. THE HOSPITAL POLICE OFFICER WILL ATTACH THE COMPLETED NCR PATIENT TRANSPORT FORM TO THE TRANSPORTATION REQUEST FORM TO BE KEPT ON FILE IN THE HOSPITAL POLICE OFFICE.

****NOTE****

THE HOSPITAL POLICE OR BUILDING SECURITY OFFICERS MAY ASSIST THE PATIENT CLIENT DRIVERS ON AN AS NEEDED BASIS.

PROCEDURES:

1) THE VEHICLE THAT THE PATIENT IS TO BE TRANSPORTED IN SHOULD BE CHECKED FOR ANY CONTRABAND, BEFORE THE PATIENT IS PLACED IN THE SAME.

2) ALL PATIENTS THAT ARE BEING TRANSPORTED SHALL BE SEARCHED/PATTED DOWN BY A HOSPITAL POLICE OFFICER OR BUILDING SECURITY OFFICER OF THE SAME SEX BEFORE THE PATIENT IS TAKEN OFF OF THE UNIT. IF AN OFFICER OF THE SAME SEX IS UNAVAILABLE, NURSING STAFF OF THE SAME SEX WILL BE PRESENT DURING THE SEARCH/PAT DOWN.

3) ALL PATIENTS THAT ARE BEING TRANSPORTED BY THE HOSPITAL POLICE AND/OR BUILDING SECURITY OFFICERS AND ARE COMMITTED WITH A DETAINER, INCOMPETANT TO STAND TRIAL (IST) OR FOUND NOT CRIMINALLY RESPONSIBLE (NCR) WILL BE PLACED IN RESTRAINTS BY THE HOSPITAL POLICE OFFICER OR BUILDING SECURITY OFFICER. IF FOR ANY REASON A PATIENT REFUSES TO BE RESTRAINED, THE PATIENT WILL NOT BE TRANSPORTED OFF THE HOSPITAL GROUNDS.

4) A MINIMUM OF AT LEAST ONE NURSING STAFF WILL BE PRESENT DURING ALL PATIENTS TRANSPORTS.

5) ALL PATIENTS WILL HAVE AT LEAST ONE STAFF MEMBER OF THE SAME SEX ACCOMPANY THEM DURING THE TRANSPORT.

6) THE OFFICER TRANSPORTING ANY PATIENT WILL ADVISE THE SWITCHBOARD GIVING THE EXPECTED DESTINATION OF THE TRIP.

7) WHEN RETURNING FROM A PATIENT TRANSPORT, THE TRANSPORTING OFFICER WILL ESCORT THE PATIENT BACK TO HIS OR HER UNIT AND PROMPTLY REMOVE ALL RESTRAINTS.

8) THE TRANSPORTING OFFICER WILL COMPLETE A HANDCUFF/RESTRAINT REPORT TO BE KEPT ON FILE IN THE HOSPITAL POLICE OFFICE.



EASTERN SHORE HOSPITAL CENTER POLICE DEPARTMENT

Patient Transport Form

Patient's name _____

Unit _____

Destination of patient _____

Nursing staff contacted _____

Date and time contacted _____

	Yes	No
Is the patient a registered sex offender?		
Has the patient recently made any verbal threats towards anyone?		
Has the patient been violent or combative in the last month?		
Has the patient been upset or agitated recently?		
Has the patient been on ward restriction recently?		
Is the patient a flight risk?		

****NOTE****

If nursing staff answered "YES" to ANY of the above questions, Hospital Police or a Building Security Officer MUST transport the above patient.

Officers Signature

Date

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	2/2000	7/04	6/08		
REVISED:	8/99	2-2003	1/14/13		
ADDENDUM:					

POWER OUTAGES DURING NON-WORKING HOURS

DURING ELECTRIC POWER OUTAGES THE HOSPITAL OFFICER ON DUTY WILL CONTACT CONECTIV POWER COMPANY AND ADVISE THEM OF THE PROBLEM, AND THE LOCATION OF THE PROBLEM. THE OFFICER ON DUTY WILL THEN CONTACT A HOSPITAL ELECTRICIAN, AND HOSPITAL HVAC PERSONNEL TO MAINTAIN A SAFE WORKING ENVIRONMENT AT THIS FACILITY. IF THE ELECRTCIAN OR HVAC PERSONNEL CAN NOT BE CONTACTED, THE OFFICER ON DUTY WILL CONTACT THE CHIEF OF MAINTENANCE OR THE MAINTENANCE SUPERVISOR. THE OFFICER WILL THEN PROCEDE TO THE LOCATION OF THE PROBLEM AND STAND BY TO DIRECT CONECTIV TO THE PROPER LOCATION.

DURING NORMAL WORKING HOURS THE SWITCHBOARD CAN BE USED TO CONTACT PERSONNEL NEEDED TO GET THE POWER RESTORED, AND THE HOSPITAL FULLY OPERATIONAL.

DELMARVA POWER COMPANY----- 1-800-898-8045 (CALL ONLY IF THE POWER IS ONLY OUT AT ESHC)

PERSONNEL TO CALL:

ELECTRICIAN: GEORGE WILSON-----410-822-4621
 RANDY WILLIAMS-----410-794-1781

HVAC: ROB BRIDENBAUGH-----443-880-7226
 WAYNE MOWBRAY-----443-205-2735

HOSPITAL POLICE MANUAL "P" INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	4/94	3/98	7/04	6/08	1/11/13
REVISED:	3/96	1/2000			
ADDENDUM:					

SHIFT SCHEDULE, E.S.H.C. POLICE DEPARTMENT

ONCE THE SCHEDULE HAS BEEN POSTED IT WILL NOT BE CHANGED FOR ANY REASON UNLESS THE OFFICER, NEEDING THE TIME CHANGE, CLEARS IT WITH THE POLICE CHIEF OR POLICE OFFICER SUPERVISOR. THIS INCLUDES REQUEST FOR ANNUALS AND/OR PERSONAL DAYS IF TWO PEOPLE ARE WORKING, SWITCHING SHIFTS, ECT.

THOSE OFFICERS THAT HAVE A NEED TO CHANGE SHIFTS, OR REQUEST DAYS OFF ONCE THE SCHEDULE HAS BEEN POSTED MAY DO SO BY CONTACTING THE POLICE CHIEF OR POLICE OFFICER SUPERVISOR IN PERSON OR BY PHONE.

IF ANY OFFICER IS FACED WITH AN EMERGENCY AND CAN NOT CONTACT THE POLICE CHIEF OR POLICE OFFICER SUPERVISOR, THE OFFICER IS TO CONTACT THE OFFICER ON DUTY. THE OFFICER ON DUTY WILL CONTACT THE POLICE CHIEF WITH THE INFORMATION RECIVED SO THAT COVERAGE CAN BE MAINTAINED.

HOSPITAL POLICE MANUAL "S" INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:11/2003

REVIEWED:	6/08								
REVISED:	7-29-04	1/14/13							
ADDENDUM:									

SNOW AND ICE / WEATHER RELATED EMERGENCIES

PURPOSE: THE SAFETY OF ALL STAFF, INTERNS, STUDENTS, PATIENTS, VISITOR, AND VENDORS DURING ANY WEATHER RELATED EMERGENCY.

SCOPE: ALL STAFF, INTERNS, STUDENTS, PATIENTS, VISITORS, AND VENDORS.

POLICY: WHEN THERE IS A WEATHER RELATED EMERGENCY THE HOSPITAL POLICE OFFICER ON DUTY WILL NOTIFY THE MAINTENANCE DIRECTOR AND THE C.O.O. THE MAINTENANCE DIRECTOR WILL CALL OTHER MEMBERS OF THE MAINTENANCE DEPT. AS HE NEEDS THEM. IF FOR ANY REASON THE MAINTENANCE DIRECTOR CAN NOT BE CONTACTED THE HOSPITAL POLICE OFFICER ON DUTY WILL CALL THE FOLLOWING:

NAME	HOME TELEPHONE	WALKIE-TALKIE#
RANDY BRADFORD	410- 228-5738	
WILLIAM WEBB	443-786-3092	UNIT #10
WAYNE MOWBRAY	443-205-2735	UNIT # 25
RANDY WILLIAMS	410-749-1781	UNIT # 18
ROB BRIDENBAUGH	443-880-7226	
GEORGE WILSON	410-822-4621	UNIT # 19

RESOURCES:HOSPITAL POLICE
MAINTENANCE DEPT.

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	3/98	2/200	7/04	6/08	1/11/13
REVISED:	3/96				
ADDENDUM:					

STOREROOM WITHDRAWAL, OFF DUTY HOURS

WHEN SUPPLIES ARE NEEDED FROM THE STOREROOM DURING THE HOURS THAT THE STOREROOM IS CLOSED, THE FOLLOWING PERSONNEL SHOULD BE CALLED:

1. E.S.H.C. POLICE DEPT.-----EXT. 2323/2324-----OFFICE
410-221-9850-----PAGER
2. DENNIS MITCHELL-----221-0429
3. FRANK BARNES-----228-1123

DURING OFF DUTY HOURS WHEN SUPPLIES ARE REQUIRED, THE OFFICER ISSUING THE MATERIAL WILL ENTER THE STORE ROOM WITH THE EMPLOYEE REQUESTING THE SUPPLIES.

NON-WORKING REQUEST FORMS WILL BE KEPT IN THE E.S.H.C. POLICE DEPARTMENT OFFICE, AND THE BUSINESS OFFICE. THE REQUEST FORMS WILL BE SIGNED OUT BY BOTH THE EMPLOYEE REQUESTING SUPPLIES, AND THE E.S.H.C. POLICE OFFICER ISSUING THE SUPPLIES.

THE OFFICER WILL MAKE TWO COPIES OF THE COMPLETED “NON-WORKING REQUEST FORM”, AND LEAVE ONE COPY FOR DENNIS MITCHELL, AND ONE FOR ONE FOR THE STOREROOM CLERK. THE SUPPLIES RECEIVED BY THE PERSON REQUESTING SUPPLIES WILL BE LOGGED IN THE HOSPITAL POLICE LOG BOOK.

HOSPITAL POLICE MANUAL “S” INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	4/94	3/98	7/04	6/08	1/24/13
REVISED:	3/96	2/2000			
ADDENDUM:					

SUCIDES/ UNATTENDED DEATHS

I. UPON DISCOVERY OF A BODY THE HOSPITAL POLICE SHOULD BE CALLED IMMEDIATELY.

II. THE HOSPITAL POLICE WILL:

- A. CONTACT THE LOCAL POLICE AGENCY.
- B. SECURE THE AREA AT THE SCENE OF THE DEATH OR AREA WHERE BODY IS LOCATED.
- C. NOTIFY ALL PROPER HOSPITAL AUTHORITIES OF THE HOSPITAL AS SOON AS POSSIBLE.
- D. ASSIST THE LOCAL POLICE AGENCY CONDUCT THE INVESTIGATION AS NEEDED.

III. THE LOCAL POLICE AGENCY WILL:

- A. BE THE LEAD INVESTIGATORS.
- B. GATHER EVIDENCE AND TAKE NECESSARY PICTURES..
- C. INTERVIEW ALL NECESSARY PARTIES.
- D. CONTACT THE COUNTY CORONER.

IV. THE COUNTY CORONER WILL:

- A. CONDUCT CORONER'S INVESTIGATION.
- B. ADVISE DISPOSITION OF THE BODY.

**NOTE #: THE BODIES IN ALL UNATTENDED DEATH CASES WILL BE TAKEN TO THE
STATE
MORGUE IN BALTIMORE FOR EXAMINATION BY THE STATE MEDICAL
EXAMINER'S OFFICE.**

HOSPITAL POLICE MANUAL "S" INDEX
HEALTH GENERAL LAW NO. 5-309 MEDICAL EXAMINER'S CASES

E.S.H.C. POLICE DEPT. POLICY

EFFECTIVE: 8-15-2001

REVIEWED:	7/04	6/08		
REVISED:				
ADDENDUM:				

SURVEILLANCE CAMERAS

PURPOSE: VIDEO MONITORING OF CERTAIN SECURITY AREAS OF EASTERN SHORE HOSPITAL CENTER.

SCOPE: THOSE AREAS THAT HAVE SECURITY CAMERAS.

POLICY: THE MONITORS FOR THE SURVEILLANCE CAMERAS THAT ARE IN THE PHARMACY, AND AT THE LOADING DOCK ARE LOCATED IN THE HOSPITAL POLICE OFFICE (ROOM #720).

THE MONITOR FOR THE LOADING DOCK AND THE PHARMACY WILL REMAIN ON AT ALL TIMES.

THE MONITORS WILL VIEW THE PHARMACY AND LOADING DOCK 24 HOURS DAILY INCLUDING WEEKENDS AND HOLIDAYS.

REFERENCE:

HOSPITAL POLICE MANUAL "S" INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	3/98	2/2000	7/04	6/08	1/11/13
REVISED:					
ADDENDUM:	3/96				

UNIFORM CHANGES

WINTER UNIFORMS:

1. LONG SLEEVE SHIRT
2. TIE W/CLIP
3. TROUSERS (MIDNIGHT BLUE)
4. WINTER HAT
5. BLACK SHOES W/SOCKS
6. BLACK BELT
7. TWO COLLAR PINS, BADGE, AND NAME TAG
8. HAND CUFFS
9. RADIO (WALKIE-TALKIE)
10. THE LONG SLEEVE SHIRT AND DRESS PANTS MAY BE SUBSTITUTED WITH POLO SHIRT (MIDNIGHT BLUE) AND CARGO PANTS (MIDNIGHT BLUE)

OPTIONAL WINTER UNIFORM: OCTOBER 1ST THROUGH NOVEMBER 1ST.

MANDATORY WINTER UNIFORM: NOVEMBER 1ST. THROUGH APRIL 1ST.

SUMMER UNIFORMS:

1. SHORT SLEEVE SHIRT
2. TROUSERS (MIDNIGHT BLUE)
3. SUMMER HAT
4. BLACK SHOES W/SOCKS
5. BLACK BELT
6. 2 COLLAR PINS, BADGE, AND NAME TAG
7. HANDCUFFS
8. RADIO (WALKIE-TALKIE)
- # THE SHORT SLEEVE SHIRT AND DRESS PANTS MAY BE SUBSTITUTED WITH POLO SHIRT (MIDNIGHT BLUE) AND CARGO PANTS (MIDNIGHT BLUE)

OPTIONAL SUMMER UNIFORMS: APRIL 1ST THROUGH MAY 1ST.

MANDATORY SUMMER UNIFORMS: MAY 1ST THROUGH OCTOBER 1ST.

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	4/94	3/98	7/2004	6/08	1/11/13
REVISED:	3/96				
ADDENDUM:					

VACATION REQUEST

FIRST CHOICE OF VACATIONS ARE TO BE SUBMITTED BY MAY 31ST AND CAN COVER UP, TO DECEMBER 15TH (DEADLINE VACATION REQUEST).

2ND CHOICE OF VACATION ARE TO BE SUBMITTED BY JULY 15TH AND CAN COVER UP TO DECEMBER 15TH. NO SECOND CHOICE WILL BE APPROVED UNTIL AFTER FIRST CHOICES HAVE BEEN SUBMITTED.

VACATION REQUEST ARE TO BE IN ONE MONTH PRIOR TO MONTH OF VACATION.

AFTER FIRST AND SECOND CHOICES HAVE BEEN APPROVED ANYONE CAN FILL IN WHERE THERE ARE VACANT DAYS.

WHEN NO DATES HAVE BEEN APPROVED FOR THE UP COMING MONTH , THE OFFICER MAY REQUEST ANNUAL LEAVE IN THAT MONTH.

ALL OFFICER SHOULD TRY TO MAINTAIN THEIR ANNUAL VACATIONS TO ABOUT TWO WEEKS IF POSSIABLE.

VACATION REQUEST ARE GRANTED ON FIRST COME FIRST SERVE BASES.

THERE SHOULD BE NO MORE THAT ONE PERSON ON VACATION AT A TIME.

DAYS OFF FOR CHRISTMAS AND NEW YEAR WILL BE LIMITED TO 3-4 DAYS DPENDING ON HOW THE SCHEDULE CAN BE WORKED OUT.

HOSPITAL POLICE MANUAL “V” INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	3/98	7/04	6/08	1/11/13	
REVISED:	6/96	2/2000			
ADDENDUM:					

VEHICLE STOPS

SHOULD THE HOSPITAL POLICE OFFICER ON DUTY CALL BY RADIO THAT HE IS STOPPING A VEHICLE FOR ANY REASON HE SHOULD GIVE THE LOCATION, TAG NUMBER, AND A BRIEF DESCRIPTION OF THE VEHICLE, AND OCCUPANTS IF POSSIBLE. IF THE SWITCHBOARD HAS NOT HEARD FROM THE OFFICER WITHIN FIVE (5) MINUTES THEN THE SWITCHBOARD OPERATOR WILL ATTEMPT TO CONTACT THE OFFICER BY RADIO TO CHECK ON THE OFFICER'S WELFARE. IF THE OFFICER DOES NOT RESPOND, THE OPERATOR SHOULD CONTACT CAMBRIDGE POLICE DEPARTMENT (410-221-3333) AND GIVE THEM THE ABOVE INFORMATION AND REQUEST THAT THEY SEND AN OFFICER TO CHECK ON THE WELFARE OF THE E.S.H.C. POLICE OFFICER.

WHEN THE SWITCHBOARD IS NOT ON DUTY THE HOSPITAL POLICE OFFICER ON DUTY SHALL CALL CAMBRIDGE POLICE DEPARTMENT ON OUR RADIO OR CHANNEL ONE (1) WITH THE LOCATION, TAG NUMBER, AND A BRIEF DESCRIPTION OF THE VEHICLE AND ITS OCCUPANTS.

NOTE: ALL OFFICERS WILL USE DISCRETION WHEN CONDUCTING TRAFFIC STOPS FOR THE SAFETY OF THE OFFICER INVOLVED AND THE PUBLIC IN GENERAL.

HOSPITAL POLICE MANUAL "V" INDEX

E.S.H.C. POLICE POLICY

EFFECTIVE:

REVIEWED:	6/96	7/04	6/08	1/11/13	
REVISED:	3/98	2/2000		1/14/13	
ADDENDUM:					

VIPs AND THE MEDIA

THE SCHEDULING OF VIPs / SPECIAL VISITORS SUCH AS LOCAL, STATE OR FEDERAL OFFICIALS ETC, ARE TO BE COORDINATED THROUGH THE CEO'S OFFICE FOR ANY VISITS DURING REGULAR WORK HOURS.

THE E.S.H.C. POLICE DEPARTMENT WILL BE AVAILABLE TO ASSIST ALL OTHER LAW ENFORCEMENT AGENCIES THAT ARE ASSIGNED TO PROTECT/ GUARD SPECIALS VISITORS WHEN THEY ARE HERE ON E.S.H.C. PROPERTY.

ANY INQUIRIES PERTAINING TO THE NEWS MEDIA MUST BE REFERED TO THE CEO'S OFFICE.

HOSPITAL POLICE MANUAL "V" INDEX