

**ARROWHEAD REGIONAL MEDICAL CENTER
SECURITY POLICIES AND PROCEDURES MANUAL**

2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
			X		Table of Contents	
101.00 v2				X	Standard Manuals: Departmental	
101.001 v3			X		Table of Organization	
101.002 v2				X	Department Mission and Goals	
101.003 v3				X	Arrowhead Regional Medical Center (ARMC) Scope of Security Services	
101.004					No Policy	
101.005 v2				X	Performance Improvement	
101.006 v2				X	Integration Coordinating Services with Other Departments	
101.007					No Policy	
101.008 v2				X	Department Staff Meetings and Interdisciplinary Participation	
101.009 v2				X	Department Safety training	
101.010 v2				X	Staff Education	
101.011 v3				X	Public Relations / Customer Service	
101.012 v3		X			Department Specific New Hire Orientation	Removed attachments as department has revised procedures.
101.013 v3		X			Security Competency Review	Removed attachments as department has revised procedures.
101.014-101.029					No Policy	
101.030 v2				X	Departmental Policy, Procedure and Guidelines	
101.031 v2				X	Awareness of Policy, Post Orders, Etc.	
101.032-101.039					No Policy	
101.040 v2				X	Performance Standards and Rules of Conduct	
101.041 v2				X	Disciplinary Actions	

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101.042 v2				X	Sexual Harassment	
101.043-101.059					No Policy	
101.060 v2				X	Security Housekeeping	
101.061 v3			X		Graffiti Reporting	
101.100 v2				X	Security Staff Training and Certification	
101.101 v2				X	Powers of Arrest	
101.102 v2				X	Reasonable use of Force and Citizen's Arrest	
101.103 v2				X	Search and Seizure	
101.104 v2				X	Radio Procedures and Codes	
101.105 v2				X	Handcuffs	
101.106 v2				X	Guns, Pepper Spray and Chemical Agents	
101.107-101.120					No Policy	
101.121 v2				X	Security Communications Technicians	
101.122-101.159					No Policy	
101.160 v2				X	General Safety Rules	
101.161 v2				X	Hazardous Materials and Standard Precautions	
101-162-101.164					No Policy	
101.165 v3		X			Polaris Safety and Operation	Golf cart changed to Polaris
101.201 v3		X			No Smoking / Policy Enforcement	Removed designated smoking areas.
101.202-101.209					No Policy	
101.210 v1				X	Patient Rights	
101.211 v1				X	Against Medical Advice (AMA)	
101.212-101.214					No Policy	
101.215 v2				X	Assaultive Behavior	

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101.216-101.219					No Policy	
101.220 v2		X			Property Handling of 5150 Patients on 72-Hour Hold	Removed section listing patients changing out of their clothing.
101.221 v1				X	“Keep Aways” and Court Orders	
101.222 v2				X	Restraining Orders	
101.223 v2				X	Stalkers	
101.224-101.228					No Policy	
101.229 v1				X	Patient Information Anonymity	
101.230 v3				X	Patient Restraints	
101.231-101.234					No Policy	
101.235 v3			X		Patient Standbys	
101.236-101.237					No Policy	
101.238 v1				X	How to Properly Operate Metal Detectors	
101.239					No Policy	
101.240 v1				X	Patient Valuables	
101.241 v1				X	Lost and Found Items	
101.242 v2			X		Arrowhead Regional Medical Center (ARMC) Patient (5150) Personal Property Handling Procedures	
101.243-101.244					No Policy	
101.245 v1				X	Power Outage Behavioral Health Unit Response	
101.246-101.249					No Policy	
101.250 v1				X	Trespassers and Vagrants	
101.251 v1				X	Solicitation on Hospital Premises	
101.252-101.259					No Policy	
101.260 v1				X	Locker and Desk Inspections	

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101.261 v1				X	Personal Packages	
101.262 v1				X	Suspended Employees	
101.263-101.264					No Policy	
101.265 v1				X	Occupational Safety and Health Administration (OSHA) Inspection Procedures	
101.266-101.269					No Policy	
101.270 v1				X	Vehicle Towing	
101.271-101.279					No Policy	
101.280 v1				X	Gangs and Gang Members	
101.281-101.289					No Policy	
101.290 v1				X	Very Important Persons (VIPs)	
101.291-101.294					No Policy	
101.295 v2			X		Release of Bodies to the Coroner of Funeral Homes	
101.296 v1				X	After Hours Viewing of Bodies	
101.297 v1				X	Visitor Control – Due Diligence and Patient Confidentiality	
101.300 v1				X	Hospital Maps - Table of Contents	
101.301-101- 320.00a					No Policy	
101.320b v2				X	Hospital Maps - Lower Level Diagnostic and Treatment (D&T) Building	
101.320c v2				X	Hospital Maps - Lower (Ground) Level Outpatient Care (OPC) Building	
101.321					No Policy	
101.321a v2				X	Hospital Maps – 1st Level Nursing Tower (NT) Building	
101.321b v2				X	Hospital Maps – 1st Level Diagnostic and Treatment (D&T) Building	

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101.321c v2				X	Hospital Maps – 1st Level Outpatient Care (OPC) Building	
101.322					No Policy	
101.322a v2				X	Hospital Maps – 2nd Level Nursing Tower (NT) Building	
101.322b v2				X	Hospital Maps – 2nd Level Diagnostic and Treatment (D&T) Building	
101.322c v2				X	Hospital Maps – 2nd Level Outpatient Care (OPC) Building	
101.323					No Policy	
101.323a v1				X	Hospital Maps – 3rd Level Nursing Tower (NT) Building	
101.323b v1				X	Hospital Maps – 3rd Level Diagnostic and Treatment (D&T) Building	
101.324					No Policy	
101.324a v1				X	Hospital Maps – 4th Level	
101.325a v2				X	Hospital Maps – 5th Level	
101.326a v2				X	Hospital Maps – 6th Level Nursing Tower (NT) Building	
101.327-101.330					No Policy	
101.331 v2				X	Hospital Maps – Behavioral Health 1st Level	
101.332 v2				X	Hospital Maps – Behavioral Health 2nd Level	
101.333 v2				X	Hospital Maps – Behavioral Health 3rd Level	
101.334-101.349					No Policy	
101.340 v1				X	Hospital Maps - Parking Enforcement Map	
101.341-101.344					No Policy	
101.345 v2				X	Hospital Maps – Street and Campus Layout	
101.346-101.349					No Policy	
101.350 v2				X	Hospital Maps – Helicopter Pilot Information Helipads	
101.351-101.379					No Policy	

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101.380 v1				X	Security Sensitive Areas	
101.381-101.389					No Policy	
101.390 v1				X	Locks, Keys, and Access Control	
101.391 v2				X	Identification (ID) Badge Access Control	
101.400-101.409					No Policy	
101.410 v1				X	Posts, Patrol and Procedures	
101.411 v1				X	Hospital Lock and Unlocks	
101.412-101.419					No Policy	
101.420 v3			X		Use of Wristbands / Visitor Sign-In	
101.421 v3		X			Interior Patrols and Responsibilities	Combined both policies 101.421, 101.431 per Environment of Care Committee recommendation.
101.422-101.430					No Policy	
101.431 v1		X			Exterior Patrols and Responsibilities	Deleted. Combined with 101.421.
101.432-101.440					No Policy	
101.441 v2				X	Security Communications Center	
101.442-101.449					No Policy	
101.450 v2				X	Door Unlock Requests	
101.451-101.469					No Policy	
101.470 v3		X			Safety Inspections of Hospital and Grounds	Removed "Tech" from Security Officer responsibilities. Removed coffeepot inspections & stairwell checklists attachment.
101.500 v2				X	Shift Activity Report (SAR)	
101.501-101.510					No Policy	
101.511 v3				X	Incident Reporting Information Management System (IRIMS)	

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101.512 v3				X	Follow – Up Investigations Report	
101.513-101.519					No Policy	
101.520 v2				X	Security Fire Report	
101.521-101.539					No Policy	
101.540 v2				X	Parking Violations	
101.541-101.559					No Policy	
101.560 v2				X	Bomb Threat Form	
101.561 v2				X	Threatening Phone Calls	
101.562-101.569					No Policy	
101.570 v3			X		Document Retention	
101.600 v2				X	Unusual Occurrence Notification	
101.601-101.604					No Policy	
101.605 v2				X	Use of Cellular Phone and Other Radio	
101.606-101.609					No Policy	
101.610 v2				X	Security Panic and Alarm Response	
101.611 v2				X	Stat Calls	
101.612-101.614					No Policy	
101.615 v3			X		Phone Tree Notification	
101.616					No Policy	
101.617 v2				X	Code Triage – Alert	
101.618 v2				X	Code Triage – Shelter in Place	
101.619					No Policy	
101.620 v2				X	Code Triage – Internal / External / Alert	
101.621 v2				X	Setting up Emergency Operations Center	
101.622 v2				X	Civil Disturbances	

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101.623 v2				X	Code Yellow – Bomb Threats	
101.624 v2				X	Bomb Threat Search Procedures	
101.625 v2				X	Bomb Threat Evacuation Procedures	
101.626 v2				X	Handling the News Media	
101.627 v2				X	Code Silver Weapon Hostage	
101.628-101.629					No Policy	
101.630 v2				X	Code Blue Respiratory Cardiac Arrest	
101.631-101.649					No Policy	
101.650 v2				X	Code Gray Irate Person	
101.651-101.659					No Policy	
101.660 v2				X	Code Pink Infant Security	
101.661 v2				X	Code Purple Child Abduction	
101.662 v2				X	Code Green Missing / Eloped Patient	
101.663-101.664					No Policy	
101.665 v2				X	Impersonate of Hospital Staff	
101.666-101.671					No Policy	
101.670 v2				X	Code Red Fire and Smoke System Alarm Response	
101.671 v3				X	Code Red Security Response with the Fire Department	
101.673 v2				X	Fire Safety Information	
101.674					No Policy	
101.675 v2				X	Code Orange Hazardous Material Spills / Release	
101.676 v2				X	Interim Life Safety Measures Hospital Fire Watch	
101.677-101.678					No Policy	
101.679 v3		X			Code White Pediatric Respiratory/ Cardiac Arrest	Policy updated to align with ARMC current emergency codes.

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101.680 v2				X	Helicopter Landing	
101.681-101.684					No Policy	
101.685 v2				X	Public Address System - Overhead Paging	
101.686-101.689					No Policy	
101.690 v2				X	Weapons	
101.700 v2				X	Security Command Center	
101.701-101.709					No Policy	
101.710 v2				X	Emergency Room Post	
101.711-101.714					No Policy	
101.715 v3				X	In – Patient Behavioral Health Unit Patrols	
101.716-101.719					No Policy	
101.720 v1				X	Escort Services	
101.721 v2				X	Behavioral Health Unit Escorts	
101.722 v1				X	Ward “X” Escorts	
101.723 v2				X	Special Vehicle Request	
101.724-101.729					No Policy	
101.730 v2		X			“If I were a Thief...” Theft Control	Attachments removed that are no longer in use.
101.731-101.758					No Policy	
101.759 v2				X	Parking Authority	
101.760 v2				X	Traffic and Parking Control, Citation Issuance and Appeal	
101.761 v1				X	Over-night Stays by RVs, Trailers, Vans and Campers	
101.762-101.779					No Policy	
101.780 v3				X	Security at Outlying Family Health Centers (FHCs)	
101.800 v2				X	Equipment Inventory and Issuance	

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101.801-101.839					No Policy	
101.840 v2				X	Digital Camera – Use and Restrictions	
101.841-101.849					No Policy	
101.850 v2				X	Telephone Use and Restrictions	
101.851-101.859					No Policy	
101.860 v2				X	Vehicle Operating Procedures	
101.861-101.869					No Policy	
101.870 v2				X	Security Key Rings	
101.900 v2				X	Prohibition of Animals	
101.901-101.909					No Policy	
101.910 v3				X	Prisoner Patients at Arrowhead Regional Medical Center (ARMC)	
101.911-101.997					No Policy	
101.999 v		X			Family Health Center (FHC) Door and Alarm Codes	