

## **WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL**

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.14:</b>	<b>Hospital Authorized Personnel Identification</b>
<b>Governing Body Approval:</b>	April 29, 2018
<b>REVISED:</b>	

**PURPOSE:** Identification/Key Cards are issued to all Whiting Forensic Hospital (WFH) employees, students, interns and contract staff for the purpose of gaining entry to and exiting from assigned work sites; ensuring an optimum level of safety and security; and, most importantly, providing our patients and visitors with a clear and convenient mechanism for identifying our authorized personnel.

**SCOPE:** All WFH Authorized Personnel

**POLICY:**

1. Authorized personnel must be easily identified by patients, staff, and visitors in order to ensure optimum level of safety and security for patients, staff, visitors, and property.
2. Authorized personnel must immediately report any lost or stolen identification cards and/or hospital keys to his/her supervisor.
3. Authorized personnel shall not allow anyone to use their hospital identification card or keys (DMHAS General Work Rule #7).

**PROCEDURE:**

1. All authorized personnel are issued a hospital authorized personnel identification card by the DMHAS Campus Police Department when hired.
2. This card includes the employee's name, department, and photograph.

3. The DMHAS Campus Police Department will provide each authorized personnel with a card clip, for attachment of the card to authorized personnel's clothing, or a hospital-approved lanyard.
  - A. This identification card must be attached to the authorized personnel clothing, or worn about the neck, so that it is readily observable and not hidden from view.
  - B. Where required, authorized personnel are responsible for individually inputting their respective Personal Identification Number (PIN) upon entering and exiting certain patient treatment buildings.
  - C. Authorized personnel must immediately report a lost or stolen Identification/Key Card to their respective supervisor.
  - E. When requested, authorized personnel must display their WFH Identification/Key Card to appropriate hospital authorities, including WFH Public Safety Officers.
  - F. Identification and notification upon entering a hospital work and/or patient care area.
    1. Authorized personnel entering a particular work and/or patient-care area, e.g., unit, must notify the respective person in charge of their presence and purpose for being in the area.
    2. Authorized personnel must also advise the person in charge when they leave any work and/or patient-care area.

*Responsibility:*

It is the responsibility of Department Directors, through their supervisors, to ensure their authorized personnel comply with this procedure.