

  Official Policy Manual	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 1	Section # A-3001
	Section: Administration			
	Directive: Introduction to 3000 Policy			
	Policy Owner: Director, Administrative Support Services Group			

**Introduction:**

The New York State Office of Mental Health (OMH) developed the following Policies and Procedures to assist Safety Departments in carrying out day-to-day responsibilities. These Policies and Procedures have been developed with input from OMH Leadership and Safety and Security Officers throughout the OMH system. They also incorporate references to numerous relevant laws, rules and regulations regarding Safety and Security.

**GOAL:**

The goal in developing the Policies and Procedures is to be able to provide the safest and most secure environment possible for OMH patients, staff, and those who visit OMH facilities. Additionally, the documents aim to standardize Safety and Security functions to the greatest extent possible. The Policies are designed to be a building block that facilities can expand on within their own Safety and Security policies to meet specific facility needs.

**OBJECTIVE:**

1. To provide standardized procedures that can be utilized by Safety Officers across the State. OMH facilities are diverse operations with nuances that may require modifications to the statewide policy guidance. These Policies and Procedures give a base line or commonality of how the tasks need to be carried out.
2. To provide a guide for OMH facilities to utilize in preparing specific Policies and Procedures involving Safety and Security.
3. To provide a tool for the training of new Safety and Security Officers in how to handle the tasks they will be confronted with.
4. To provide a means for experienced Safety and Security Officers to review and refresh on tasks associated with their job title.