

  Official Policy Manual	Date issued 08/25/23	Supersedes 04/2007	Page 1 of 2	Section # A-3009
	Section: Administration			
	Directive: Fixed Posts			
Policy Owner: Director, Administrative Support Services Group				

## A. Fixed Posts

Fixed Safety and Security Posts are maintained within facilities for several reasons including:

- to provide security at a fixed location. This is done to grant access to the facility by visitors, contractors, workers and/or others with legitimate business within the facility.
- to provide access for admitting patients and their belongings.

Typical job functions for an Officer assigned to a fixed post include but is not limited to:

- inspecting packages
- signing people in and out of the facility,
- checking identification,
- controlling entrance points and egress routes,
- issuing keys, and
- other duties as assigned.

The Officers assigned to these posts provide the first line of contact for people entering the Facility for the purpose of visitation or conducting business. Therefore, it is important for Officers assigned to these fixed posts to present a professional image to the public. Officers on fixed post should be dressed in the proper and appropriate uniform as set forth by the Office of Mental Health, 3000 Policy Section 3019. Their uniforms should be neat and clean and personal grooming should meet the standards of a Safety and Security Officer. Their attitude should be that of helpful and accommodating to those entering the Facility. The Officers assigned to a fixed post set the first impression for the entire Facility.

## B. Safety Department Roles/Responsibilities:

Safety Supervisor	<ul style="list-style-type: none"> <li>• Assigns staff to fixed posts as required by the Facility.</li> <li>• Ensures Officers assigned to fixed posts are properly attired and present a good image.</li> <li>• Periodically review Officer performance while assigned to a fixed post.</li> </ul>
Designated Safety Officer	<ul style="list-style-type: none"> <li>• Reports to assigned fixed post.</li> <li>• Assists visitors and others entering the Facility in a courteous and respectful manner.</li> <li>• Maintains a vigilant presence at the fixed site.</li> <li>• Inspects packages, checks identification, and issues keys as required.</li> </ul>

	<ul style="list-style-type: none"><li>• Maintains presence at the fixed site until properly released and/or replaced.</li><li>• Maintains security at fixed site.</li><li>• Prevents elopements.</li><li>• Checks passes for patients.</li><li>• Inspects the post to ensure all systems and equipment is in working condition.</li></ul>
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