

 Office of Mental Health	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 1	Section # A-3010
	Section: Administration			
	Directive: Foot Patrol			
	Policy Owner: Director, Administrative Support Services Group			
Official Policy Manual				

Foot Patrol

When Safety Officers are assigned to foot patrol, they shall make rounds of the assigned area. The purpose of these rounds is to provide surveillance for the safety and security of patients, staff, and visitors. Another purpose of these rounds is to provide the same measure of safety and security surveillance for the buildings and grounds of the facility.

Safety Department Roles/Responsibilities:

Safety Supervisor	<ul style="list-style-type: none"> • Assigns staff to foot patrol as necessary and according to available staffing. • Assigns additional staff as needed to provide Officer safety. • Reviews written reports and forwards/files per Facility policies.
Designated Officer	<ul style="list-style-type: none"> • Reports to assigned foot patrol area. • Makes physical checks of areas assigned. • Notifies desk Officer of progress of checks or logs this information in the Blotter. • Reports any unusual findings to Safety Supervisor, other Officers, and Administration as applicable. • Calls for additional Officers when the situation warrants such.