

 Official Policy Manual	Date issued 08/25/2023	Supersedes 04/2007	Page 1 of 2	Section # A-3011
	Section: Administration			
	Directive: Mobile Patrol			
	Policy Owner: Director, Administrative Support Services Group			

A. Mobile Patrol

Safety personnel assigned to Mobile Patrol will tour the designated areas to maintain traffic control and surveillance of people, buildings, and roadways to achieve a safe environment. Officers on Mobile Patrol will respond to emergencies within the OMH Campus.

In responding to emergencies, Officers will utilize due caution. Any use of emergency lights, sirens and operation of an emergency vehicle, will be done with strict adherence to the Motor Vehicle Laws of the State of New York.

B. Safety Department Role and Responsibilities:

Safety Supervisor	<ul style="list-style-type: none"> • Designates Officer(s) for Mobile Patrol. • Periodically reviews Mobile Patrol procedures with Officers. • Updates Officers on any information or complaints that they need to be aware of. • Responds to emergency situations. • Reviews and forwards reports completed by Officers on Mobile Patrol.
Designated Officer	<ul style="list-style-type: none"> • Inspects Safety vehicle and reports deficiencies. • Complete vehicle checklist. • Patrols facility building and grounds to maintain surveillance of unsafe conditions and/or security problems. • Observes all traffic regulations. • Cites traffic and parking violations as applicable. • Responds to vehicle accidents. <ul style="list-style-type: none"> ○ Vehicle accidents occurring on OMH property should be reported per OMH Fleet Services Accident Reporting Procedures located on the ASSG Fleet Services SharePoint site Transportation and Fleet Management (sharepoint.com). Safety Officer reporting must be done using the DMV form MV-104A for reporting the accident to OMH Fleet Services with a copy to NYS DMV. Fleet Services will then report the accident to NYS OGS. • Responds to fire alarms on the Campus

	<ul style="list-style-type: none">• Responds to all other emergency situations using due caution.• Any use of emergency lights, sirens, and operation of the emergency vehicle will be done with strict adherence to Motor Vehicle Laws of NYS.• Responds to Leave Without Consent/Missing Patient situations. Safety's role in responding must follow the directives as referenced in Section# QA-520 Quality Assurance – Reporting and Investigation of Missing Persons, and Facility specific policy. See also 3000 Policy Section 3017 – Missing Patient Reporting.• Assists motorists with information requests.• Reports any incidents to Desk Officer or logs them in the blotter if there is no Desk Officer on duty. Completes all required paperwork needed, i.e., 250ADM, vehicle accident reporting forms, etc.• Forwards reports to Chief of Safety or Safety Shift Supervisor.
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