


LAPEER COUNTY COMMUNITY MENTAL HEALTHDate Issued 07/30/2008Date Revised 03/20/12, 12/12/17, 4/10/2020

CHAPTER Human Resources	CHAPTER 05	SECTION 003	SUBJECT 25
SECTION Health and Safety		DESCRIPTION Personal Safety and Security	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Tina Close, MA LLP COO		AUTHORIZED BY  Lauren Emmons, ACSW CEO

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers			

POLICY:

Lapeer County Community Mental Health (LCCMH) shall observe security practices to assure a safe environment for persons served, staff, and visitors to minimize the possibility of loss or theft of personal property.

PROCEDURES:

- A. Due to insurance considerations as well as other risk factors and potential liabilities, individual non-management staff may not be on agency premises alone during closed hours. Two or more staff may be in the building during closed hours if it has been cleared and approved in advance through their supervisor.
- B. To avoid any personal losses, purses and other personal affects will not be left in open, unattended offices where they might be visible to passersby.
- C. LCCMH will not be liable for theft of or damage to any personal property. These items may include (but are not limited to) purses or brief cases, personal mementos, wall decorations, radios or CD players, chairs, book cases, desks, etc.

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TC:mgr

This policy supersedes
#07/08040 dated 07/30/2008.
