


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
<b>TITLE:</b> Contraband	<b>POLICY NO:</b> AD-HS-03	Page 1 of 3
<b>RESPONSIBILITY:</b> Health and Safety		
<b>APPROVED BY:</b>  THERESA C. ARRIOLA, DIRECTOR	<b>EFFECTIVE:</b> 3/27/17	
	<b>LAST REVIEWED/REVISED:</b> 9/20/19.	

**PURPOSE:**

To guide staff in handling contraband brought into Guam Behavioral Health and Wellness Center (GBHWC).

**POLICY**

- A. GBHWC prohibits the use and possession of illegal or unauthorized drugs, alcohol, weapons and other items considered contraband. When the situation warrants, searches of consumers including living areas of the GBHWC Residential Homes and those admitted to the Crisis Stabilization Unit are permitted in order to ensure safety. (see AD-HS-04 Personal Searches).
- B. All consumer related items are to be screened at the main entrance by the security guard prior to bringing into the facility and in the Crisis Stabilization Unit prior to consumer admission. Other items can be considered contraband if staff believes the item may be used by a consumer to harm themselves or others, or if an item poses a safety risk or interferes with the rights of others as determined by the Mental Health Provider and/or Safety Officer.
- C. Illegal substances such as street drugs shall be confiscated by the facility and given to law enforcement for further disposition. Any other contraband shall be held for safekeeping and returned to the patient upon discharge depending on the nature of the item. No medication shall be released without the authorization of a physician.

**DEFINITIONS:**

Screenings: as used in this policy screenings are the routine actions designed to identify contraband or potentially dangerous items (a) upon consumer admission or return to the facility, and (b) visitors entering facility.

Contraband: a term used to describe prohibited or unauthorized items. A hazardous item or substance which may be used in a dangerous way or is perilous to the well-being of a consumer or staff member. The following items are considered contraband: Samples provided may not be limited to the list below; **\*\*\*Items are ONLY permitted when allowed by consumer's behavior plan and shall be distributed, monitored and controlled by staff.**

1. **Weapons** (firearms, knives, clubs)
2. **Explosives** (black powder, fireworks)
3. **Toxic substances** (alcohol based products, nail polish and remover, aerosol cans, household chemicals, paints, model glue)
4. **Alcohol** (alcoholic beverages, alcohol based products)
5. **Flammable substances** (lighter fluid, matches, fuel, paint thinner)

6. **Unidentified substances** (vials, powders, pills, liquids)
7. **Hanging Risks** (ropes, electrical wires, cords, scarves, nylon, string, dog leash)
8. **Metal Cans and lids**
9. **Illegal substances and items** (street drugs)
10. **Medications** (non-controlled substances, over the counter, personal medications)
11. **Glass Items** (bottles, jars, mirrors except small compact may be allowed on some units under direct supervision)
12. **Office supplies associated with danger risk** (metal spiral notebooks, paper clips, letter opener, staplers)
13. **Jewelry associated with danger risk** (long chain necklaces, large buckles or rings.)
14. **Clothing associated with danger risk** (tied waistband or cuffs, large belt buckles, nylons scarves, items with long straps)
15. **Personal Grooming Items associated with danger risk** (coloring agent, sharp hair accessories)
16. **All pornographic materials**
17. **\*\*\* Electronics**
18. **\*\*\* Sharp Objects** (scissors, nail clippers, knives, needles/pins, razor blades, ice pick)
19. **\*\*\*Tobacco and Tobacco-related Products** (cigarettes, cigars, loose tobacco, chewing tobacco, rolling papers, pipes)

#### **RESPONSIBILITIES:**

- A. Staff
  - Shall be able to determine what is considered contraband and notify supervisor and guards of findings.
- B. Guards
  - Shall safely and properly secure the contraband and document their findings in Contraband Logbook. They shall conduct preliminary investigation to determine how item/s entered building. All items shall be secured in Contraband locker (#1) in Guard Office until properly relinquished to Safety Officer or GPD.
- C. Safety Officer
  - Shall keep a record of all contraband discovered and may conduct follow up investigation to determine how item/s entered building. Shall ensure safe keeping and disposal of all contraband.

#### **PROCEDURE:**

- A. If contraband is found by staff, he/she must safely secure and limit access to the area and immediately call guards for confiscation and documentation. If possible, a picture of the contraband should be taken of its original state, prior to moving or securing said contraband. Staff discovering any such items shall complete an Incident Report and their Supervisor should be notified immediately.
- B. Guards shall take a picture, if not already taken, bag and tag item (including date, brief description of item(s), and receiver's initials) and secure it in the Contraband Locker (#1) located in the Guard Office.
- C. As soon as possible, contraband should be relinquished to the Safety Officer for proper storage and documentation. In the event of firearms and/or possible illegal contraband (drugs), guards shall notify GPD and surrender contraband to arriving officer.

- D. All contraband not turned over to police shall be visually verified and signed off by the Director or his/her designee, then properly and routinely disposed of by the Safety Officer.

**RELATED POLICY (IES):**

Personal Searches; AD-HS-04.; 4/23/2018

Pat Down and Strip Searches Protocol; AD-HS-05.; 3/27/17

**SUPERSEDES:**

Contraband and Personal Searches; AD-HS-04.; 3/27/17/ Director Rey M. Vega



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**REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

**Policy Title: Contraband**

**Policy No: AD-HS-03**

**Initiated by: Environments of Care Committee**

Date	Signature
8/2/19	

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Safety Officer

Date	Signature
8/7/19	

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