

## UMMC Security Procedures

### 434.1 PURPOSE AND SCOPE

The purpose of this Written Directive is to define routine and emergency security procedures for the police officer assigned to the Emergency Room and those officers who may respond during an emergency to the University of Maryland Medical Center located on campus.

### 434.2 POLICY

It shall be the policy of the University of Maryland Baltimore Police Department (UMBPD) to respond to requests for assistance from the University of Maryland Medical Center (UMMC) and the Maryland State Division of Corrections as identified in this written directive.

### 434.3 UMMC HOSPITAL ASSIGNMENTS AND RESPONSIBILITIES

#### (a) Emergency Room Post #1/ Role & Responsibility

1. UMBPD Patrol Post #1 will be a fixed post in the Adult Emergency Room and Pediatric Emergency Room.
  - (a) The assignment will include the Waiting Room, Administrative Offices, Treatment Center and the Psychological Evaluation Room.
  - (b) Members assigned to Post #1 are reminded that they are required to be alert, pay attention to their surroundings and be ready to assist when needed.
2. A second police officer will be assigned to the exterior grounds but will be integrated into the campus patrol structure.
3. These assignments will be 24 hours a day and 7 days a week.
4. The officer assigned inside the Emergency Room will assume a position advantageous to insuring the security of the post.

#### (b) Responsibilities

1. Police officers assigned to Post #1 shall:
  - (a) Enforce all applicable Maryland and local laws and will make arrests when appropriate;
  - (b) Not be online, or on cell phones when it is not directly related to the work assignment;
  - (c) Conduct a radio check and notify Communications upon arrival to the Emergency Room
  - (d) Refrain from any activity that distracts them from performing their duties to the best of their ability;
  - (e) Assume a position that is advantageous to insuring the security of the Emergency Room and Pediatric Emergency Room.

# University of Maryland, Baltimore Police Department

## Policy Manual

### *UMMC Security Procedures*

---

- (f) Make periodic inspections of the adult treatment area, pediatric treatment area, and the triage rooms;
  - (g) Remain posted in the Emergency Room area except as a response to a Signal 13 or other life or death situations;
  - (h) Be aware of patients in the Emergency Room from the Maryland Department of Corrections;
  - (i) Check persons, who refuse to register with the nurse, for proper identification; assess the need to be in the area and deny entry to all unauthorized persons;
  - (j) Perform all police-related duties or other duties specified by a Patrol Supervisor while acting at all times in the best interest of the UMBPD and the UMMC;
  - (k) Respond to all calls for assistance including alarms, bomb scares, combative patients and suicide attempts in the area of responsibility;
  - (l) Backup UMMC security officers on incidents that occur in and around the immediate area of the Emergency Room;
  - (m) Assist security personnel with psychiatric patients (Emergency Evaluations) when requested; and
  - (n) Advise the UMMC Security Supervisor of any incident that could have the potential for a negative impact on the hospital.
2. Police officers assigned to outside patrol shall:
- (a) Patrol the corridor used to reach the Lexington Market;
  - (b) Provide backup response to the Post #1 officer;
3. When required for high-risk patients such as for Psychiatric Emergency Evaluations patients, Post 1 UMBPD Officers shall:
- (a) Stand-by and assist hospital security and the arresting police officer with a thorough search of the patient and clothing for weapons; and
  - (b) Stand-by only when there is a risk of injury by a violent emergency evaluation patient while the hospital security officer uses a hand held metal detector to "sweep" the patient.
4. Items considered weapons will be confiscated by the UMBPD officer when it is an investigation handled by UMBPD. The UMBPD officer shall submit the weapon per policy regarding recovered property.
5. If not accompanied by an arresting officer, UMBPD police officers shall stand-by with the patient until they are "clinically" accepted by the hospital.
6. All UMBPD arresting police officers will stand-by until the patient is "clinically" accepted by the hospital. (See UMMC Security Department Policy 09-08)

(c) **Modification of Duties**

# University of Maryland, Baltimore Police Department

## Policy Manual

### *UMMC Security Procedures*

---

1. The Chief of Police, in consultation with UMMC Director of Security, may modify the defined duties of police officers from time to time as needed.
- (d) **Supervision**
  1. The UMBPD shall provide supervision for all police department personnel at the hospital as well as administrative, communication and clerical support.
- (e) **Record Maintenance and Reports**
  1. The Support Services Commander shall maintain records and financial reports including overtime records, court records, investigative records and copies of police reports.
  2. In addition, the Records Section will maintain a statistical record of total number of calls for service, nature of the calls for service, number of arrests including sex and age, number of non-criminal calls for service, type of assistance given, location of reported incidents, unit response time and the total time allotted to handling the call.
- (f) **Documentation Required**
  1. The Records Section shall provide a monthly statistical report through the chain of command to the Chief of Police that includes data on the campus crimes and advanced copies of any notices being distributed that are associated with crime on campus.
- (g) **Civil Action**
  1. Police officers acting in their official capacity at the UMMC facility will be represented as stated in the official contract between the UMBPD and the UMMC.

#### **434.4 RESPONDING TO SECURITY EMERGENCIES AT THE HOSPITAL INCLUDING EMTALA EMERGENCIES**

- (a) **Communication Center Responsibilities**
  1. The Police Communications Center, upon notification of an actual or potential security emergency at the Medical Center, shall notify the Patrol Supervisor, broadcast the appropriate level of protection code (Section "C") and dispatch the appropriate personnel.
- (b) **Supervisor Responsibilities**
  1. When notified of an actual or potential security emergency, UMBPD Patrol Supervisors will assess the level of protection code required to maintain uninhibited medical operation to UMMC and respond accordingly.
  2. If the emergency includes the arrival of a VIP to be treated at the hospital, information supplied to the UMBPD at the time of notification should include the reason for the security request (nature of threat), the location of patient upon admittance, estimated time of arrival of the patient, mode of transportation (i.e., helicopter, ambulance) and the name of patient.

# University of Maryland, Baltimore Police Department

## Policy Manual

### *UMMC Security Procedures*

---

3. If an emergency occurs during normal business hours, the Patrol Supervisor will notify the Patrol Lieutenant. After normal business hours, the Patrol Supervisor shall notify the On-Call Lieutenant during the on-call hours.
- (c) Officer Responsibilities
  1. The first police officer on the scene shall update the Communications Center. All UMBPD personnel shall remain on post until properly relieved.
- (d) Emergency Medical Treatment and Active Labor Act
  1. The Emergency Medical Treatment and Active Labor Act (EMTALA) is a statute within the law that governs how a patient may be refused treatment or may be transferred from one hospital to another when the patient is unstable. EMTALA prohibits hospitals from:
    - (a) Turning away patients;
    - (b) Transferring patients without screening for emergency medical conditions without first stabilizing them; and
    - (c) Turning away patients without determining that a transfer is in the best interest of the patient.
  2. Any patient who makes a request for examination and who is within 250 yards of the hospital will be covered by this legislation.
  3. When a patient comes into the Emergency Room, EMTALA is triggered and the hospital must provide appropriate medical screening.
  4. Although the UMBPD is not normally the first responder as UMMC has its own security force, assistance will be provided to the Hospital Security Emergency Response Team (SEMT) when:
    - (a) Called upon by the Director of Security or any on-duty staff;
    - (b) Called upon by any member of the EMT; and
    - (c) Witnessing an emergency in or around the Emergency Room whether contacted by security or the EMT or not.
  5. Specifically, the UMBPD will respond to emergencies by:
    - (a) Notifying the nearest police officer via the Communications Center to respond to the incident;
    - (b) Assessing the need for additional personnel and/or equipment and make the requests for additional resources through the chain of command;
    - (c) Notifying an on-duty supervisor;
    - (d) Providing law enforcement assistance as required including completing necessary reports, arrests, lookouts, etc.; and
    - (e) Communicating with UMMC Hospital Security Officials and EMT personnel and provide assistance as required.
- (e) Infant/Child Abductions

# University of Maryland, Baltimore Police Department

## Policy Manual

### *UMMC Security Procedures*

---

1. Staff and security at UMMC are alerted to possible child abductions when a "Code Pink" is announced.
2. Hospital and security personnel have been trained to begin looking for and stopping people with babies and/or carrying packages the size of babies inside of the hospital.
3. Security personnel will begin closing all exits to the hospital, looking for suspicious person(s) and the UMBPD will be contacted.
4. UMBPD personnel having been advised of the emergency will:
  - (a) Respond to all hospital exits and assist security personnel.
  - (b) Immediately notify the Baltimore Police Department;
  - (c) Continue mobile patrols around the hospital engaging any/all suspicious person(s);
  - (d) Immediately notify on-duty Patrol Supervision and advise the Post 1 officer of the situation;
  - (e) Record identity information on all persons stopped as suspicious;
  - (f) UMBPD officers will remain appropriately posted until contacted by a Patrol Supervisor and given the all-clear.

#### **434.5 PRISONER HOUSING AND ESCAPES**

##### **(a) Housing Prisoners**

1. The Maryland State Division of Corrections houses in-patient prisoners at the University of Maryland Medical System and shuttles inmates in and out of the hospital on an outpatient basis.

##### **(b) Escape Procedure**

1. In the event a prisoner escapes or attempts to escape, the UMBPD will be contacted by the Maryland State Division of Corrections and will give the Communications Center the location of the escape, the description of the escapee and route of the escape. The Communications Center will also contact the Baltimore Police Department and the correctional authorities and will broadcast the description and all pertinent information regarding the prisoner escape. The Communications Center shall also:
  - (a) Dispatch the Patrol Supervisor to the scene of the escape to coordinate search efforts; and
  - (b) Dispatch necessary available resources to assist in the search efforts.
2. The Patrol Supervisor shall then notify the Patrol Lieutenant or the On-Call Lieutenant who shall notify the on-call UMMC administrator.
3. All officers shall be notified of the escape by the Communications Center and will provide all necessary details to ensure that the officers are fully aware of the situation.

# University of Maryland, Baltimore Police Department

## Policy Manual

### *UMMC Security Procedures*

---

4. The Patrol Supervisor will liaison with corrections personnel, the Hospital Administrator and the Hospital Security Director until the incident has been abated.
5. Any use of force in these situations will be in accordance with established guidelines in
6. Lexipol 300 (Use of Force).
7. The Patrol Supervisor will submit a written detailed report relating to all escapes and/or escape attempts by the next business day. Additionally, the Patrol Supervisor will make certain that all actions taken by UMBPD personnel are performed in a proper and professional manner.