


CHAPTER: 8	SECTION: 4	SUBJECT: Environment of Care
TITLE: Building Access		
EFFECTIVE DATE: 12-15-95	REVISED/REVIEWED DATE: 9/7/99, 7/30/02, 10/19/04, 8/16/05, 2/28/08, 2/14/11, 1/26/12, 3/25/13, 3/17/14, 3/17/15, 4/21/16, 4/21/17, 7/13/18	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

- I. PURPOSE:**
To establish policy and procedures for access to Community Mental Health of Ottawa County (CMHOC) buildings for the consumers and providers of services.
- II. APPLICATION:**
To all CMHOC operated and contracted programs as specified by contract.
- III. DEFINITIONS:**
None Applicable.
- IV. POLICY:**
It is the policy of Community Mental Health of Ottawa County (CMHOC) to ensure the protection of property, privacy, and security of CMHOC consumers, employees, volunteers, and visitors.
- V. PROCEDURE:**
 - A. Building Access:**
Employees and contractors, who need to be in CMHOC buildings at other than normal operating hours, must follow the procedures listed below:
 - 1. Legitimate use of the buildings at other than normal operating hours must have prior issuance of a building key, access card and/or access code. Conducting business with consumers outside of normal business hours must be approved by the employee's supervisor and the employee's supervisor or designee must be present.
 - 2. Access to non-service areas (such as exercise areas) are granted and monitored by the Human Resources Department of Ottawa County per County policy.
 - 3. In the case of emergencies by staff without keys/cards access to the building is possible only by contacting the employee's supervisor.
 - 4. All, except specifically authorized employees or contractors, are prohibited from entering the CMHOC at other than normal operative hours except through the procedures outlined above.

5. Security doors, such as those granting access to employee, administrative, or clinical areas must remain locked at all times. The propping of doors is prohibited.

C. Miscellaneous Building Operations

1. **Building Keys/ Knowledge of Entry Code/ Access Cards**

The Ottawa County Human Resources Department shall maintain a list of those persons who have access to the buildings (and/or parts thereof). Current copies of these lists shall be provided to the Executive Director or his/her designee upon request.

2. **Conference rooms**

Conference/Meeting room reservations can be made directly or through the designated support staff. Staff are responsible for reserving rooms in advance of the meeting time and for restoring the room to its original condition after use.

VI. ATTACHMENT:

None Applicable

VII. REFERENCE:

Ottawa County Policy: Building Access Rule
Federal Register, 28 CFR, Parts 35 and 36 dated July 26, 1991