

RESPONSIBLE PERSON/GROUP	PROCEDURES
Staff	1. If a prohibited item is found unsecured in a patient-care area: a. secure the prohibited item and maintain chain of custody; and b. immediately notify a supervisor, program director or designee, or Safety and Security personnel. 2. If a prohibited item is lost or falls into patient possession: a. complete an incident report as indicated in OSH Policy 1.003, "Incident Reporting," and notify a supervisor or designee about the incident.
Supervisor	Collaborate with the program director or designee, or Safety and Security Department supervisor to determine the course of action.
Program Director	Collaborate with the staff's supervisor or Safety and Security Department supervisor to determine the course of action.
Safety and Security Department	Collaborate with the Staff's supervisor and Program Director or designee to determine the course of action.