



BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER

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Policy for Security Log Entries and Staff Review

Only the officer(s) directly involved in the incident should record in the security log book to ensure accuracy.

Security will not use white-out in their log entries and instead cross out errors and initial.

Security must produce an incident report in any situation where there is significant health and safety concerns for security, staff, guests and/or the community. The "Incident Report" form has now been changed to the "Internal Incident Report" form and the original will now go directly to the Director and copies to the Program manager for the shelter, the Coordinator for program services and the nurse if applicable. The Center Administration will determine if an external incident report must be sent to the county.

The Coordinator for Program Services must also review the security log-book when she reports for work in the morning, and on Monday for events over the weekend. Both the Coordinator for Program Services (Jodi Goffredo) and the Shelter Manager (Mary Sunden) are to begin putting their initials after each entry to indicate they have read the documentation.

All changes to guest admission/discharges/access to services by Center Administration must be shared with security immediately by the Director or her designee.

All threats (physical or verbal) must be shared with the Director immediately who will make the necessary evaluations. As is current policy, threats of violence will not be tolerated and is ground for immediate discharge.

These policies are effective immediately.

Julia Orlando
Center Director