



Shelter Safety Policy for Single Adult Shelters

General Rules:

- This policy shall apply to all single adult shelters utilizing metal detectors.
- Prior to check-in, **all clients** will be asked whether they have a medical device, on their person, whose function is compromised by the metal detector, such as a pacemaker, EEG stimulator, etc. If so, please follow the ADA-related procedures below.
- During check-in, all clients will be required to pass through a metal detector and will have all of their belongings searched by shelter staff or security personnel.
- When a client is turning in an item, the on duty Shelter Supervisor or Site Manager must be contacted and is to be the only staff person to receive that item from the client.
- Shelter staff will inform each client of the Shelter Safety Policy during their intake/orientation and provide each client with a written copy of the policy in their orientation packet. At this time, clients will be informed that attempting to enter the shelter with a banned item or refusing to check-in an item, when requested to do so by shelter staff/security personnel, is a violation of the shelter safety policy and will result in an immediate denial of services (this must be clearly indicated in the written program rules for the individual shelter).
- **Weapons (including firearms) will not be accepted for check-in or allowed in the facility. Shelter staff or security personnel will make the determination as to what constitutes a weapon (referred to hereafter as a banned item). Attempts to bring banned items into the facility and/or refusal to check in items, which require mandatory check-in, will result in an immediate denial of services. Items which may qualify under this category are listed towards the end of this document.**
- **Work tools and/or any other devices, which may be used in a manner that could cause serious bodily injury, must be checked-in at the front desk and appropriately stored, before the client is authorized to proceed to any other areas of the shelter. Items which may qualify under this category are listed towards the end of this document.**
- Items which require check-in must be tagged with the client's name and the date of check-in. All checked-in items must immediately be stored in a locked box, closet or cabinet, which is to be located in a secure area of the facility.
- Clients may retrieve their items the next morning, when they are ready to leave the facility.
- Upon check in of an item, clients will be provided with a **Property Log Agreement Form**, used to log receipt and return of checked items. This form will also explain the rules of the Shelter Safety Policy. Every effort will be made by staff to ensure that residents understand these rules and provide informed consent by signing the agreement. The client will sign this agreement and turn the item(s) over to the Shelter Supervisor or Site Manager, before continuing to any area of the shelter. The Property Log Agreement Form will be kept by the shelter and a copy will be given to the client. **Clients who attempt to bring in weapons and refuse to comply with the Shelter Safety Policy or attempt to circumvent the Shelter Safety Policy will receive an immediate denial of services.**



- When clients abandon checked-in items, the shelter will apply their internal policy regarding abandonment of property.

Procedures:

Informing a client about the Shelter Safety Policy

When a client enters the shelter for any length of time, shelter staff will explain the Shelter Safety Policy (and its modification as it applies to people with disabilities) to them during their intake/orientation process. At this time, clients will be informed that any attempt to bring banned items into the facility, as well as failure to turn in items which require check-in (as stipulated by this policy or determined by authorized shelter staff/security personnel) is a rule violation. They will also be informed that failure to comply with the Shelter Safety Policy will cause them to receive an immediate denial of services. Clients will also be presented with a copy of the **Shelter Safety Policy Agreement** at their orientation, which they will be requested to sign. A signed copy of the Shelter Safety Policy Agreement will be kept on file by the shelter and a copy will also be provided to the client. **Please note that clients are not required to sign the Shelter Safety Policy Agreement.**

If a reasonable modification to this policy is requested, due to a physical or mental disability, it will be provided and will be added, by shelter staff, to the resident's record in the CHANGES system. **Violation of the Shelter Safety Policy will result in an immediate denial of services with a 24-hour length of suspension.**

Collecting an Item

The on-duty Shelter Supervisor or Site Manager is to be the only staff person to receive items, which may be used in a manner that could cause serious bodily injury, from the client.

When a client checks in an item, the client will be given a **Property Log Agreement Form**. The client will indicate agreement with the Shelter Safety Policy by signing the agreement form and turning the item(s) over to the Shelter Supervisor or Site Manager, before continuing to any area of the shelter.

The client will provide the following information on the Property Log Agreement Form: the client's name, the client's signature, the date the form was filled out, the type of item(s) turned in, the quantity of item(s) turned in and the date the item(s) are turned in. The Property Log Agreement Form will be kept by the shelter and a copy will be given to the client. The client must confirm that the information written in each column is correct by signing in the appropriate column. Each time the client enters the site with an item that may cause serious bodily injury, they must turn the item(s) over to the Shelter Supervisor or Site Manager. The item(s) will then be labeled with a tag bearing the client's name and date of check-in and placed in a locked cabinet, box or closet in a secure area of the facility. This procedure will be done each time the client turns in an item.



Procedures for Returning an Item

When a client requests the return of their item(s), the Shelter Supervisor or Site Manager will fill in the client's name and date the item on was returned on the Property Log Agreement Form. The client will confirm the return of their item(s) by signing in the appropriate column. The shelter will keep the original copy of the Property Log Agreement Form and provide the client with a copy of the signed document. This procedure will be done each time an item is returned to a client. Only the Shelter Supervisor or Site Manager may return an item.

ADA Related Procedures

- Persons who use wheelchairs, walkers, and canes or have other internal or external medical devices, can forego passing through the metal detector, but must still undergo a security check upon entry to the shelter. Persons who refuse to go through the metal detector based on irrational fears indicative of a psychological disorder such as PTSD, schizophrenia, etc. will be allowed to go through an alternate screening procedure (regardless of documentation or lack thereof) as described below:
 - a) The resident will be asked if they want to be screened in private or in public view.
 - b) The security personnel/shelter staff will explain that this is for everyone's safety and will explain that a wand will be used and there will be no touching of the client or their property.
 - c) The security personnel/shelter staff will inquire about imbedded metal devices such as titanium joints, pins, braces, etc. and waive the wand in that direction.
 - d) Service animals will go through the above screening procedure ONLY while under the owner's control.
 - e) Syringes used for legitimate medical purposes will be exempt from the Shelter Safety Policy.
- Clients who require a cane / crutch for a medical conditions, such as mobility impairment or blindness, will be allowed to keep these devices with them. Security personnel/shelter staff will permit the client to use their medical device(s) and will give the client a choice as to whether they would like it in their possession at all times or stored for safe keeping. **Clients who are mobility impaired simply have to indicate that they have an impairment in order to enter with a cane/crutch. They do not need to have medical documentation nor should they be required to persuade staff to allow them to enter with the can/crutch.**

SHELTER SAFETY POLICY AGREEMENT

I, _____ (print first and last name) have been informed regarding the Shelter Safety Policy at the _____ Shelter. I understand that during my stay at the _____ Shelter, I will not be allowed to possess banned items of any kind, while on the premises. I agree to turn any items, which may cause serious bodily injury, over to the Shelter Supervisor or Site Manager, upon entering the facility, whenever I have such an item in my possession. Each time I turn in such items upon entering the shelter or collect such items upon exiting the shelter, I will sign in the appropriate column of the **Property Log Agreement Form**, in order to confirm that I have checked in or received my items. I understand that any item that I turn in will be labeled with my name and kept in a safe storage area. **If I do not turn such items over, upon entering the shelter, I understand that I can and will receive an immediate denial of services from the shelter and that I will not be allowed to return to the shelter until the denial of services has expired.** If I leave the shelter program and do not collect my item(s), I understand that the shelter policy for **Abandonment of Property** will apply to my item(s).

I have read and agree to follow the Shelter Safety Policy as stated above.

Client Signature

Date

Property Log Agreement Form

TYPE OF ITEM(S)	QUANTITY	DATE ITEM IS TURNED IN	CLIENT NAME	CLIENT SIGNATURE	SIGNATURE OF STAFF PERSON RECEIVING ITEM	DATE ITEM IS RETURNED TO CLIENT	CLIENT NAME	CLIENT SIGNATURE

Banned Items

- Guns (including zip guns and BB guns)
- Knives (other than those specifically designated for legitimate vocational purposes-see list of items for check-in)
- Spears
- Swords
- Clubs, sticks and staves (see ADA exemption for medical devices)
- Explosive devices
- Martial arts weapons
- Brass knuckles
- Pepper spray/mace
- Stun guns
- Tasers
- Razors (including straight razors and razors with removable blades)
- Slingshots

Items Requiring Mandatory Check-in

- Work Tools (hammers, screwdrivers, crowbars, box cutters, etc.)
- Sports Equipment (golf clubs, baseball bats etc.)
- Camping equipment (hatchets, sharpened tent spikes, etc.)
- Knives which are used for legitimate vocational purposes (culinary knives for clients employed as chefs/cooks)
- Heavy flashlights (such as police style Maglite flashlights)
- Canes (must be checked-in by clients who are not mobility impaired)
- Large metal crosses
- Jewelry with studs, spikes and/or other protrusions
- Scissors

Please Note: If shelter staff has concerns regarding a specific item not included in either list, they should contact the Single Adult Shelter Program Manager, Briana Moore, at 558-2848 for further guidance.