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Section HR-General
Manuals Human Resources

HR-003-002 Forensic Staff HR Guidelines for Regulatory Compliance

I. Purpose

It is the policy of Broward Health to ensure that all newly hired employees participate in Broward Health General Orientation Program. The Orientation Program provides a mechanism to acquaint new employees with the philosophy, values, organizational structure and goals, and general employment policies and procedures of Broward Health. It is the intent of the general orientation program to facilitate a successful employment relationship between Broward Health and all new employees by providing a forum in which to learn about Broward Health during the initial phase of employment.

II. Guidelines

- A. **Forensic Staff Defined:** Representatives of local police departments/law enforcement agencies who present to Broward Health through various entry points and who:
 - 1. Receive reimbursement for providing police coverage at our facilities (**detail officers**).
 - 2. Escort patients or are assigned to patients as part of their law enforcement responsibilities (**escort officers**).
- B. **Orientation:** Facility security officers are responsible for providing orientation to Forensic Staff in order provide a safe environment and comply with regulatory standards. (See attachments A, C & D.) Orientation documents are maintained by the Regional Facility Security Department.
 - 1. The orientation information includes but is not limited to:
 - a. Broward Health Emergency Codes

- b. Customer Services – expectations for interaction with patients and families;
 - c. Procedures for responding to unusual clinical events and incidents;
 - d. The organization’s channels of clinical, security and administrative communications;
 - e. The distinctions between administrative and clinical seclusion and restraint.
 - f. Department Specific/Unit orientation if applicable for extended duty officers (this may be provided by unit/department manager) See Attachment A and B
2. In the event the Forensic officers entering the facility, the facility security officer will provide the Forensic officer a brief orientation inclusive of the Forensic Services Orientation Checklist. See attachment C

III. References

- RA-008-033 Forensic Staff and Care of Patient

Interpretation and Administration

The Regional Chief Human Resources Officers are responsible for the interpretation and administrative of this policy; however, final interpretation is the responsibility of the VP, Human Resources and/or EVP/ Chief Human Resource Officer.



Attachments

[Attachment A - Forensic Services Orientation Checklist - Escort Officer.docx](#)

[Attachment B.docx](#)

[Attachment C - Flow Chart For Forensic Officer Entry to Broward Health Facilities.docx](#)

[Attachment D.docx](#)

Approval Signatures

Step Description	Approver	Date
	Marcy Mills-Matthews: CHIEF HR OFFICER-BHC	09/2023

Letitia Woods: VP, HUMAN
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09/2023

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