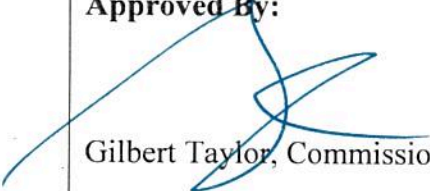


Subject: Control and Confiscation of Contraband	Applicable To: All DHS Directly Operated or Funded Facilities/Programs Serving Homeless Adults and Adult Families	Effective Date: September 30, 2015 (Replaces Procedure 98-401)
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Administered By: Administration, Adult Services And Security	Approved By:  Gilbert Taylor, Commissioner
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I. PURPOSE

To establish a uniform policy for the detection and temporary storage or permanent confiscation of contraband applicable to all Department of Homeless Services (DHS or the Agency) operated and contracted Programs and Adult Shelters.

II. APPLICABILITY

This procedure applies to all clients residing in DHS-operated and contracted adult shelter facilities, all clients participating in DHS Programs, and to all critical staff named below.

III. BACKGROUND

Because of the importance of promoting a safe and orderly shelter/ safe haven environment and reducing the risk of injury to clients and staff from violence and other hazards, the Agency decided to update its procedures for the control and confiscation of contraband.

The need to keep weapons and other dangerous objects and materials out of shelters/safe havens and programs is critical to minimizing the risk of injury to clients and/or staff. Equally important is the need to detect and confiscate items that create potential fire or electric shock hazards.

Although the use of metal detectors at entrances to shelters has been standard procedure for several years, not all forms of contraband (including some types of weapons) can be detected by these devices. It is essential to the safe and orderly operation of shelters/safe havens that appropriate procedures exist to discourage such items from being brought into shelters/safe havens and to detect these items in cases where residents have been able to bring them into shelters/safe havens.

Safety and security issues are more prevalent at some shelters/safe havens than others, and the extent to which various security measures are pursued may vary from site to site. This procedure is intended to be flexible enough to accommodate the different situations faced by different shelters/safe havens and programs while at the same time providing a uniform standard of operation for when such searches and confiscation of contraband do occur.

The procedure is designed to respond to administrative needs of shelter/safe haven operators relating to shelter/safe haven safety and security, while at the same time respecting the legal rights of shelter residents. The procedure also incorporates safeguards relating to notice, documentation, and supervisory review aimed at minimizing the chance of mistakes or abuse in carrying out security-related measures.

IV. DEFINITIONS

Contraband is defined by the DHS as: all weapons; dangerous instruments; illegal drugs and drug paraphernalia; and goods and articles (such as hotplates) whose possession is prohibited either by law or by restrictions applicable to the shelter/safe haven facility.

Contraband that must be confiscated consists of the following:

A. Dangerous/Illegal Contraband

1. Weapons, Dangerous Instruments and other Hazardous Items

Weapons - This category includes knives, firearms, and any instrument that is designed to injure or kill an individual. Some weapons are illegal, such as: firearms; switchblades; cane swords; blackjacks; Billy clubs; and brass knuckles. These must be turned over to NYPD when confiscated. Folding knives, kitchen knives, hunting knives, utility knives and pepper sprays are not illegal but are still considered weapons and must be confiscated.

Dangerous Instruments - This category includes any instrument, article or substance, with the potential to become a weapon that could cause serious bodily harm. This category includes, but is not limited to: sticks: bats: scissors: ice picks: box cutters: and sharpened tools or utensils.

Hazardous Tools and Utensils - This category includes, but is not limited to: hammers; screwdrivers; razors; or carving forks and barbeque implements. Some clients in employment programs may have tools required for employment/training (see Note in Sec. VII.)

Hazardous Materials - This category includes such items as flammable liquids, caustic substances (such as acid or lye), and fireworks.

2. Illegal Drugs and Paraphernalia

Illegal Drugs - All suspected substances in liquid, powder, pill, capsule or natural leaf form, such as marijuana, not accompanied by a commercial brand or pharmacist's label. Verifiable medications are not included in this category and will NOT be taken from clients.

Drug Paraphernalia - Any instrument, apparatus, or object that can be utilized in the preparation and/or use of illegal drugs.

B. Other Contraband

1. Alcoholic Beverages - This category includes beer, wine, liquor and over-the-counter medicines (such as cough medicines or nighttime cold medicines) that contain alcohol and are not being used to treat a medical condition. Such items should be immediately discarded upon confiscation.
2. K2/ Spice, "Synthetic Marijuana", fake weed, Yucatan Fire, Skunk, Moon Rocks and similar products - This category refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and are marketed as "safe," legal alternatives to that drug. These products contain dried, shredded plant material and chemical additives that are responsible for their psychoactive (mind-altering) effects. They are labeled "not for human consumption"
3. Replicas of Lethal Weapons - This category includes, but is not limited to, toys or imitation guns and knives that could cause panic or fright.
4. Sanitary Hazards - This category includes perishable food, plant or animal products whose improper storage (for example, in a locker) or disposal can create a vermin condition or health hazard.
5. Miscellaneous Goods and Articles - This category includes items such as hotplates and other electrical appliances, incense and candles, and other items which create electrical or fire hazards or whose use or possession is prohibited in individual shelters/safe havens. Upon confiscation, the shelter/safe haven should secure banned articles and direct the client to make alternate storage arrangements pursuant to shelter/safe haven storage policies.

V. FORMS AND RELATED PROCEDURES

The following should be referred to as needed:

- | | |
|-----------------|--|
| A. AS 1401-A/aa | Notice Regarding Locker Assignment & Usage (English/Spanish) |
| B. AS 1401-B/bb | Notice Regarding Locker Search (English/Spanish) |
| C. AS 1401-C/cc | Record of Locker Inspection or Search (English/Spanish) |
| D. 16-401 | Suspension of Services |
| E. 15-004 | Incident Reporting |
| F. AS 300 | Shelter Log Maintenance |
| G. ----- | Shelter Rules and Responsibilities |
| H. 08-211 | Blood-borne Pathogens Exposure Control Plan (ECP) |

VI. CRITICAL STAFF AND STAFF RESPONSIBILITIES

Shelter/Safe Haven Director

The Shelter/Safe Haven Director is responsible for operation of the shelter/safe haven facility, including the overall safety of the shelter/safe haven staff and clients and oversight of security personnel (whether private guards or shelter staff) in their duties. Final decisions regarding searches of client areas and confiscation of contraband material are to be made by the Shelter/Safe Haven Director. It is not appropriate to delegate such decisions to subordinate personnel except in emergencies. If the Shelter/Safe Haven Director is not on site, he/she should be paged. If the Shelter/Safe Haven Director cannot be reached, the DHS Program Administrator should be contacted for a final decision. A deputy director or shift supervisor, however, can and should confiscate contraband that is observed in plain view, or observed in the regular course of business.

Senior Security Personnel on Site

Senior security personnel on site may be an employee of a private security contractor, a DHS Peace Officer, DHS staff person or staff person from a contracted facility. This individual is responsible for fulfilling contractual security obligations on site which include: monitoring of: metal detectors; security posts; notification to program staff of security violations; disciplinary actions against private security guards; reporting and signing reports concerning confiscated contraband; and the securing and tagging or labeling of confiscated contraband.

Private Security Guards/Agency Security Personnel

Private security guards, DHS Peace Officer(s), security staff or designated staff from a contracted facility are responsible for:

1. Efficient and effective use of walk-thru and hand held metal detectors;
2. Maintenance of security and fire-guard posts and accompanying reports.

3. Periodic searches of client lockers, or other storage areas, for contraband, accompanied by the security shift supervisor and designated shelter program staff and in accordance with procedures outlined below;
4. Securing, recording, tagging and delivery of confiscated contraband; and
5. Notification to program staff of security violations and, where necessary, notification to the NYPD.

Program/Operations Staff

All shelter staff have the responsibility to report to the Shelter/Safe Haven Director or shift supervisor any founded suspicion of the presence of contraband. As assigned by the shelter director/designee, shelter/safe haven staff may also participate in the confiscation of contraband and/or locker searches, according to the instructions below.

VII. DETAILED INSTRUCTIONS – CONFISCATION

Note: The handling of contraband may in some cases involve potential health or safety hazards. All facilities must follow basic safety precautions in the handling of contraband items and, where called for, comply with the DHS Blood-borne Pathogens Exposure Control Plan (08-211) All employees can obtain the ECP and gloves and other personal protective equipment by contacting the Shelter Director Designee such as an Associate Supervisor of Welfare (ASW) in a DHS Directly-run shelter or the Facilities/Operations Director in a DHS Contracted shelter.

A. Confiscation Occurs When:

1. Material is voluntarily surrendered by a shelter client;

Note: Some clients may utilize tools for jobs or training which might otherwise be classified as dangerous weapons. Social Service Staff must make arrangement to identify these clients and the instruments in question for Shift Supervisors and Security. Arrangements must be made for the client to turn in the tools for safekeeping while s/he is in the shelter and to redeem them whenever they are needed for employment or training.

2. Material is found at the time the client enters the facility as a result of a regular metal detector walk-thru or hand-held metal detector search or through examination of bags or containers;
3. Material is found by security guards or program staff in the course of responding to a security incident or other dangerous situation;
4. Material is found during a general search of client areas (eg. under beds or mattresses);

5. Material is found during a locker search conducted by security guards and program staff;
6. Material is observed in plain view and confiscated by program or security staff at any time.

B. General Confiscation Guidelines - All Staff

The removal of an unauthorized article from a client should never be done without assistance and witnesses. The following safety measures must be used to ensure the health and safety of shelter staff and private employees:

1. Contraband should never be removed from an individual by physical force. If dangerous or illegal contraband is detected and not voluntarily surrendered, the onsite DHS Peace Officers or NYPD must be immediately notified.
2. Assume all firearms are loaded and point weapons down and away from personnel in vicinity'.
3. Handle all deadly weapons with care and avoid contact with blade/points.
4. The DHS Peace Officers or NYPD must be notified immediately by the shelter director, shift supervisor, or deputy director when illegal weapons or illegal drugs are found or confiscated. Illegal weapons include but are not limited to firearms, electronic dart guns, switchblades, stiletto knives, cane swords, billy clubs, bludgeons, metal knuckles, and Kung Fu stars. Ordinary knives (folding knives, kitchen knives, hunting knives and utility knives) are not illegal and their confiscation does not require contacting NYPD.

C. Confiscation Guidelines - Security Personnel or Security Supervisor (staff or guard service):

Firearms or Drugs

1. **Where feasible, exercise close control of the illegal contraband item at the place where it is found or confiscated until DHS Peace Officers (if onsite) or NYPD arrives. Do not remove the item from where it is found unless security considerations require it to be secured at another location.**

Other Contraband

1. **Remove the contraband to a secure location (perishable food or food in open containers or alcohol should be discarded and logged only).**
2. **Tag or label the removed and undiscarded contraband for future identification indicating date, client name/CARES number (if known), and where item was found, in the**

presence of a witnessing security staff (the witness and confiscating guard must initial the tag)

- 3. Turn over the tagged or labeled undiscarded contraband in the presence of a witness to the DHS Peace Officer (if onsite), shelter director, deputy director or shift supervisor.**
- 4. The security supervisor must make an entry into the security log, noting the confiscated material, and have that entry initialed by the shift supervisor, shelter director or deputy director or by the person to whom the undiscarded contraband was delivered. Shelters that do not utilize security guards must note the confiscation in the general log.**

D. Confiscation Guidelines - Shelter Director, Deputy Director, or Shift Supervisor

1. The DHS Peace Officer (if onsite), Shelter Director, Deputy Director, or Shift Supervisor must ensure that a log of all confiscated material is maintained, either in a separate security log or in the general log (or both), utilizing identifying information from tag or label.
2. The DHS Peace Officer (if onsite) or Shelter Director is responsible for ensuring that confiscated items are stored in a secure place. When the Shelter Director is not present in the facility, the most senior staff person on site is responsible for maintaining the security of the confiscated items until they can be turned over to the Shelter Director.

Note: Electrical appliances and other items of value confiscated from clients should be held by the shelter for a brief, reasonable period of time pursuant to shelter storage policy and the client requested to make alternate storage arrangements. These items would be released to the client who would sign for receipt of material, in order to remove them from the shelter premises.

3. The Shelter Director, Deputy Director, or Shift Supervisor must make a notation in the client case record regarding the confiscation of contraband from the client. The Shelter Director, Deputy Director, or Shift Supervisor must prepare an incident report, if necessary, per procedure no. 15-004, including a copy in the case record.
4. The DHS Peace Officer (if onsite), Shelter Director, Deputy Director or Shift Supervisor must contact NYPD immediately if illegal Weapons or illegal drugs are found or confiscated. These items must be turned over to NYPD or disposed- of pursuant to NYPD instructions.
5. The DHS Peace Officer (if onsite), Shelter Director or access control staff is responsible for disposing of all contraband not taken by NYPD. Both prior to and upon disposal, weapons or drug paraphernalia must be protected in a manner to prevent injury during handling. Dangerous instruments or weapons should be wrapped in newspaper to conceal their identity and disposed of in a secure trash receptacle.

VIII. SEARCHES OTHER THAN LOCKER SEARCHES

All facilities must comply with the DHS Blood-borne Pathogens Exposure Control Plan (ECP). All employees can obtain the ECP by contacting an ASW. Gloves and other personal protective equipment can be obtained from the ASW on each shift.

A. Upon Entry to Facility

In shelters that utilize metal detectors, clients are required to pass through the metal detectors each time they enter the shelter. Metal detectors alert security personnel to metal objects that a client is carrying which may be contraband material. When contraband is detected, utilize confiscation instructions in Section VII.

In facilities that utilize x-ray machines, all bags, packages and containers must be passed through the x-ray machines. Where such machines are not in use, bags, etc. may be manually searched.

B. Facility Areas Other than Lockers

Regularly scheduled searches should be conducted of all areas of the facility, as authorized in the individually developed shelter site security plan, implemented by the Shelter Director.

C. Searches Attendant to Dangerous Incidents

Searches of clients may be conducted as appropriate in response to a dangerous or potentially dangerous incident at the facility, as authorized by the DHS Peace Officer (if onsite) or Shelter Director. If the Shelter Director is not on site, the Shift Supervisor should page him or her and await instructions. If the Shelter Director cannot be reached, the Shift Supervisor should page the Program Administrator. Only in exigent circumstances should the Shift Supervisor authorize a search without the Shelter or Program Administrator's approval.

IX. LOCKER SEARCHES

General Information

Searches of client lockers should be conducted according to procedures which take into account client privacy and which minimize the chances of mistakes or abuse.

Accordingly, these procedures must be followed closely and the attached forms and notices used whenever locker inspections or searches take place. In addition, the two posted notices, "Notice to Shelter Residents Regarding Locker Inspections" and "Banned Articles and Substances" must be prominently displayed together on each floor and/or wing of the shelter.

DHS Peace Officers or Program Administrators and/or the shelter operator will decide how frequently such inspections will take place based upon the prevalence of contraband and other dangerous or illegal items in the facility.

Master keys to all lockers and facility-issued locks must be kept in a secure location, and access to the keys should be given only to DHS Peace Officers (if onsite), the Shelter Director, Deputy Director and the Shift Supervisor. No other program staff or security guards should be permitted to have access to these keys. Access to the keys must be limited in order to prevent possible abuse.

When a client newly enters a shelter, or returns following an absence, during which time the client's locker was emptied and reassigned, s/he is assigned a locker and a lock. At the time of locker assignment, social service staff (or the Shift Supervisor if social service staff are not on duty) must review with the client the contents of Form AS 1401-A, "Notice Regarding Locker Assignment and Usage" (see Attachment) and obtain the client's signature on the form. The Locker Record portion of the Form must be completed by the staff person issuing the locker. The client is given a copy of AS 1401-A and the original is filed in the case record.

The notice portion of the Form informs the client of the conditions for use of the locker and of the fact that the locker is subject to being opened and searched by authorized shelter staff.

All locker searches must be conducted by a team of no fewer than two persons:

- A senior program staff person in the facility (e.g., DHS Peace Officer, Shelter Director, Deputy Director, shift supervisor or Director of Social Services);
- The most senior security staff person, e.g. shift supervisor of private guards (if security guards are not utilized, two senior program staff must be present).

Depending on the particular circumstances of each case and the type of search being conducted, clients may be permitted to be present during locker searches. At the discretion of the shelter operator, clients who are present during a locker search or inspection may be permitted to open and display the contents of their own lockers.

A. Locker Searches Based Upon Reasonable Suspicion

Searches of individual lockers may be undertaken where based upon reasonable suspicion that dangerous or illegal contraband (as defined in Section IV. A.) is present. The determination of whether a locker search is justified must be made on a case by case basis and is dependent on the totality of the circumstances that give rise to the suspicion. Factors to be considered include the source of information which give rise to the suspicion and the manner it was acquired, as well as any confirmation of that information from other sources.

Procedure

1. Only DHS Peace Officers, DHS Program Administrator, or the Shelter Director can authorize the search; if staff has a reasonable suspicion that contraband is present, they should notify the DHS Peace Officers, Shelter Director, Deputy Director or shift supervisor about the basis for the suspicion. If the Shelter Director is not on site, the Deputy Director or Shift Supervisor is responsible for notifying the Shelter Director or DHS Program Administrator to obtain their approval. The search and the reason for it must be noted in the general shelter log.
2. The search will be conducted jointly by program and security staff; as described above.
3. Locker searches based upon reasonable suspicion may include the inspection of closed containers within the lockers.
4. Form AS 1401-B, "Notice Regarding Locker Search" (see Attachment) must be completed and left in the client's locker (or given to the client if he or she is present).
5. If contraband is found, follow instructions in Section VII ("Confiscation").
6. Names of all persons supervising or conducting the locker search must be recorded in the security log book and/or general shelter log.
7. Once the search is complete, the locker must be closed and re-locked.

B. Routine Locker Inspections

The purpose of routine locker inspections is to ensure that lockers are maintained in an orderly and sanitary fashion and to confiscate any contraband that is in plain view. The contents of the locker and any closed containers in the locker are to be observed only and not searched unless dangerous or illegal contraband (e.g., weapons or illegal drugs) is in plain view. If, upon looking in the locker, dangerous or illegal contraband is in plain view, proceed pursuant to Section IX A., "Locker Searches Based Upon Reasonable Suspicion" above.

During a routine locker inspection, staff may confiscate DHS or provider property, such as food or linen, that are in plain view.

Procedure

1. At the discretion of the DHS Peace Officers, Program Administrators, or Shelter Director, an announcement of the locker inspection may be made throughout the facility (e.g., using a public address system) and/or in the area where the inspection is to occur so that clients have an opportunity to be present to open their lockers. **At all shelters, notices must be posted alerting clients of the possibility of locker searches, regardless of whether the particular shelter makes an announcement or not.**

- If a client is not present during the routine inspection, or is present and refuses to open the locker, the locker may be opened and inspected by the inspection team at that time.
2. Locker inspections will not include the inspection of closed containers. If, however, dangerous or illegal contraband is in plain view in the locker, closed containers may be searched.
 3. If a client is not present and his or her locker is opened and inspected, Form AS 1401-B must be filled out and left in the locker.
 4. Names of security guards and accompanying program staff participating in the locker inspection must be recorded in the security log book.
 5. Documentation noting the particulars of the search must be made in the client's case record if contraband is found or the condition of the locker is unacceptable.
 6. The results of the locker inspection must be recorded on Form AS 1401-C, "Record of Client Locker Inspection/Search" (see Attachment) and retained in a chronological "locker search" file maintained by the Shelter Director.
 7. At the conclusion of the locker inspection, the locker should be closed and re-locked.

C. Random Locker Searches

Unlike a routine inspection, a random locker search involves an actual search of the contents of a client's locker, which may involve the removal and replacement of items in the locker.

Although clients will have been forewarned by Form AS 1401-A, posted notices (see Attachment) must be placed prominently in the facility, indicating that locker searches may take place. When a random search is to take place, a search pattern must be formulated that eliminates any discretion in selecting the lockers to be searched. The search pattern must be systematic (e.g., every locker, every 4th locker) and should be instituted in unpredictably shifting patterns so that clients will be unaware of whether or not their lockers will be searched.

Procedure

1. Random searches may be conducted at any time the DHS Peace Officer or Shelter Director is on-site. Clients need not be present but appropriate staff must be present for the search and all procedures must be adhered to closely.
2. Locker searches may include the inspection of closed containers within the locker. All items opened, moved or removed from the locker (except seized contraband) should be left as found before the locker is closed and relocked.

3. Names of security guards and program staff participating in the search process must be recorded in the security and/or general log book.
4. Form AS 1401-B, which alerts the client that his locker was searched, must be left inside the locker after each search is performed whenever the client is not present for the search.
5. If contraband is found, documentation noting the particulars of the search must be made in the client's case record.
6. Upon discovery of contraband, staff are to proceed as outlined in this procedure under Section VII.
7. The results of the locker search must be recorded on Form AS 1401-C, which is to be retained in a chronological "locker search" file maintained by the Site Director.
8. At the conclusion of the search, the locker should be closed and re-locked.

X. ARREST AT THE SHELTER SITE

In the event confiscated contraband leads to an arrest at the shelter site, the Shelter Director or designee will assist the DHS Peace Officers or NYPD in every appropriate way. He or she will also follow procedure no. 15-004 for Incident Reporting by contacting their Program Administrator and having information documented in CARES.

ATTACHMENTS

Form AS 1401-A/aa	"Notice Regarding Locker Assignment and Usage" English/ Spanish
Form AS 1401-B/bb	"Notice Regarding Locker Search" English/ Spanish
Form.AS 1401- C/cc	"Record of Client Locker Inspection/Search" English/ Spanish
Client Handout	"Shelter Rules and Responsibilities"
Posted Notice	"Notice to Shelter Residents Regarding Locker Inspections"
Posted Notice	"Banned Articles and Substances"

NOTICE REGARDING LOCKER ASSIGNMENT AND USAGE

In the assignment of this locker I, _____, understand that:
Client Name (Print)

1. I cannot let anyone else use my locker, or exchange the locker with another client without permission of a shelter supervisor.
2. An agency lock will be provided and is the only lock that I may use. The agency will retain a master key or the combination to the locker. Unauthorized locks will be removed.
3. My locker and its contents are subject to inspection, at any time, by authorized personnel, pursuant to agency procedures. Contraband found in my locker will be confiscated.
4. The locker must not be damaged and the contents of my locker must be kept in an orderly and sanitary condition.
5. When I leave the shelter, I must return the lock to the shelter supervisor.
6. I may lose the right to use the locker if I do not follow the above conditions.
7. I have received a copy of the shelter rules and regulations which describe the items I am prohibited from possessing in this shelter.

Client Signature	Date
Staff Witness	Title

LOCKER RECORD

For Agency Use Only

Client Name: Last First	CARES #	Locker #

RECEIPT OF KEY/COMBINATION

_____ Client Signature	_____ Authorized Personnel
_____ Date	_____ Date

CC: Client Case Record; Locker Assignment File

NOTIFICACIÓN ACERCA DE LA ASIGNACIÓN Y USO DE ARMARIOS

Respecto a la asignación de este armario, yo, _____,
entiendo que: Nombre del cliente (en letra de imprenta)

1. No puedo dejar que nadie más use mi armario, o cambiar el armario con otro cliente, sin autorización de un supervisor del refugio.
2. La agencia proporcionará un candado, que será el único candado que usaré. La agencia tendrá una llave maestra o la combinación del candado. Los candados no autorizados serán quitados.
3. Mi armario y su contenido están sujetos a inspección, en cualquier momento, por personal autorizado, de acuerdo con los procedimientos de la agencia. El contrabando que se encuentre en mi armario será confiscado.
4. El armario no debe sufrir daños y el contenido de mi armario debe mantenerse en orden y en buenas condiciones sanitarias.
5. Cuando abandone el refugio, debo devolver el candado al supervisor del refugio.
6. De no seguir las instrucciones antedichas, puedo perder el derecho a usar el armario.
7. He recibido una copia de las normas y regulaciones que describen los elementos prohibidos en este refugio.

Firma del cliente	Fecha
Testigo del personal	Cargo

REGISTRO DEL ARMARIO

Solo para uso de la agencia

Nombre del cliente	Apellido	Nombre	N.º CARES	N.º de armario
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RECIBO DE LLAVE/COMBINACIÓN

Firma del cliente	Personal autorizado
Fecha	Fecha

CC: Registro de caso de cliente; Archivo de asignación de armario

NOTICE REGARDING LOCKER SEARCH

Shelter: _____ **Date:** _____

To: _____
(Client Name) (CARES #)

Bed Number _____ **Locker Number** _____

On _____ **at** _____ **AM/PM, your locker was opened and its contents**
(Date) (Time) **inspected by shelter and security staff.**

Supervising Security Officer (if applicable):

Print Name Signature

Supervising Shelter Official:

Print Name Signature

Please direct any questions regarding this matter to the shelter official named above or to the shift supervisor.

AVISO ACERCA DE INSPECCIÓN DE ARMARIO

Refugio _____ Fecha: _____

Para: _____
(Nombre del Cliente) (N.º CARES)

Número de cama _____ Número de armario _____



El día _____ a las _____ AM/PM, fue abierto su armario y su contenido
(Fecha) (Hora) fue inspeccionado por el personal del refugio
y de seguridad.

Funcionario Supervisor de Seguridad (si corresponde):

Nombre (en letra de imprenta) Firma

Funcionario Supervisor del Refugio

Nombre (en letra de imprenta) Firma

Consulte todas las cuestiones acerca de este asunto con el funcionario del refugio mencionado o con el supervisor de turno.

Shelter:

Date:

Areas of Inspection/Search _____

Type of Search: Routine Inspection _____ Begin Locker Search _____ AM/PM
Random Search _____ End Locker Search _____ AM/PM

Locker Number	Print Client Name Last, First	Bed Number	Client Present? Y/N	Comments

Shelter Staff/ Security Supervising Locker Inspection Search:

Name	Signature	Title

CC: Shelter Director/ File

Refugio

Fecha:

Áreas de inspección/búsqueda _____

Tipo de búsqueda: Inspección de rutina _____

Comienzo de búsqueda en el armario _____ AM/PM

Búsqueda al azar _____ Finalización de búsqueda en el armario _____ AM/PM

Número de armario	Nombre del cliente (letra de imprenta) Apellido, nombre	Número de cama	¿El cliente está presente? Sí/No	Comentarios

Inspección de registro de armario del personal del refugio/supervisión de seguridad

Nombre	Firma	Cargo

CC: Director del Refugio/Archivo

ADULT SHELTER RULES AND REGULATIONS

1. ALL BED ASSIGNMENTS ARE MADE BY STAFF. BED ASSIGNMENTS MAY NOT BE CHANGED WITHOUT APPROVAL OF STAFF.
2. YOU MUST CARRY IDENTIFICATION AT ALL TIMES AND SIGN THE "BED REGISTER" DAILY.
3. YOU MUST OBSERVE CURFEW RULES AS POSTED, AND VACATE YOUR BED OR ROOM DURING HOURS POSTED.
4. NO ALCOHOLIC BEVERAGES, UNAUTHORIZED MEDICINES OR ILLEGAL DRUGS ARE PERMITTED ON THE PREMISES.
5. STEALING, PHYSICAL ASSAULTS, OR ABUSIVE OR THREATENING BEHAVIOR WILL RESULT IN YOUR EJECTION FROM THE SHELTER AND POSSIBLY IN YOUR ARREST.
6. NO WEAPONS, DANGEROUS INSTRUMENTS, OR HAZARDOUS SUBSTANCES ARE PERMITTED TO BE BROUGHT INTO THE SHELTER.
7. YOU MUST TURN IN ALL TOOLS USED FOR EMPLOYMENT OR TRAINING FOR SAFEKEEPING, AND YOU MAY REDEEM THEM WHEN NEEDED FOR YOUR JOB.
8. SMOKING IS PERMITTED IN AUTHORIZED AREAS ONLY. NO SMOKING IN SLEEPING QUARTERS.
9. EATING IS PERMITTED IN DESIGNATED AREAS ONLY; NO FOOD IS PERMITTED IN SLEEPING AREAS.
10. ITEMS THAT CAUSE ELECTRICAL OR FIRE HAZARDS, SUCH AS ELECTRICAL APPLIANCES, INCENSE OR CANDLES ARE NOT PERMITTED IN THE SHELTER.
11. NO SEXUAL ACTIVITY IS PERMITTED IN THE SHELTER FACILITY.
12. YOU MUST MEET WITH A SOCIAL SERVICE WORKER ON A REGULAR BASIS AND AGREE TO AND FOLLOW A SERVICE PLAN DESIGNED TO HELP YOU DEVELOP RESOURCES AND OBTAIN OTHER HOUSING OUTSIDE THE SHELTER SYSTEM.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN TRANSFER TO ANOTHER SHELTER AND/OR SUSPENSION OF ALL SHELTER SERVICES FOR UP TO SEVEN DAYS. REPEATED VIOLATIONS OF THESE RULES MAY RESULT IN DISCONTINUANCE OF SHELTER SERVICES.

PLEASE NOTE: SHELTER SERVICES MAY BE SUSPENDED FOR THE FOLLOWING BEHAVIOR:

- A. ASSAULTS OR PHYSICAL ATTACKS ON ANOTHER PERSON, OR THREATENING BEHAVIOR TOWARDS ANOTHER PERSON;
- B. POSSESSION, USE OR SALE OF WEAPONS OR ILLEGAL DRUGS;
- C. SETTING FIRES OR CAUSING DAMAGE TO THE FACILITY OR EQUIPMENT; OR
- D. ARREST FOR CRIMINAL ACTIVITY

Client Signature: _____ Caseworker Signature: _____ Date: __/__/__

NORMAS Y REGLAMENTOS DEL REFUGIO PARA ADULTOS

1. EL PERSONAL DECIDE TODAS LAS ASIGNACIONES DE CAMAS. LAS ASIGNACIONES DE CAMAS NO PUEDEN CAMBIARSE SIN APROBACIÓN DEL PERSONAL.
2. DEBE LLEVAR SU IDENTIFICACIÓN EN TODO MOMENTO Y FIRMAR DIARIAMENTE EL "REGISTRO DE CAMAS".
3. DEBE RESPETAR LOS HORARIOS DE DESCANSO NOTIFICADOS Y DEJAR SU CAMA O HABITACIÓN DURANTE LAS HORAS NOTIFICADAS.
4. NO SE PERMITEN BEBIDAS ALCOHÓLICAS, MEDICINAS NO AUTORIZADAS NI DROGAS ILEGALES EN EL ESTABLECIMIENTO.
5. EL ROBO, LOS ATAQUES FÍSICOS Y EL COMPORTAMIENTO ABUSIVO O INTIMIDATORIO RESULTARÁN EN SU EXPULSIÓN DEL REFUGIO Y POSIBLEMENTE EN SU ARRESTO.
6. NO SE PERMITE INTRODUCIR ARMAS, INSTRUMENTOS PELIGROSOS O SUSTANCIAS RIESGOSAS EN EL REFUGIO.
7. DEBE ENTREGAR EN CUSTODIA TODAS LAS HERRAMIENTAS QUE UTILICE EN SU TRABAJO O CAPACITACIÓN Y RECLAMARLAS CUANDO LAS NECESITE PARA TRABAJAR.
8. SOLAMENTE SE PERMITE FUMAR EN ÁREAS AUTORIZADAS. NO SE PERMITE FUMAR EN LOS DORMITORIOS.
9. SOLO SE PERMITE COMER EN ÁREAS AUTORIZADAS; NO ESTÁ PERMITIDA NINGUNA COMIDA EN LAS ÁREAS DE DORMITORIOS.
10. NO ESTÁN PERMITIDOS EN EL REFUGIO LOS ARTÍCULOS QUE CAUSEN RIESGO ELÉCTRICO O DE INCENDIO, COMO ARTEFACTOS ELÉCTRICOS, INCIENSOS O VELAS.
11. NO SE PERMITE NINGUNA ACTIVIDAD SEXUAL EN LAS INSTALACIONES DEL REFUGIO.
12. DEBE REUNIRSE PERIÓDICAMENTE CON UN TRABAJADOR DEL SERVICIO SOCIAL Y ACCEDER Y SEGUIR UN PLAN DE SERVICIO, DISEÑADO PARA AYUDAR AL DESARROLLO DE SUS RECURSOS Y A OBTENER OTRA VIVIENDA, FUERA DEL SISTEMA DE REFUGIOS.

EL INCUMPLIMIENTO DE ESTAS REGLAS PUEDE PROVOCAR SU TRANSFERENCIA A OTRO REFUGIO Y/O LA SUSPENSIÓN DE TODOS LOS SERVICIOS DE REFUGIO POR HASTA SIETE DÍAS. LAS VIOLACIONES REPETIDAS DE ESTAS NORMAS PUEDEN PROVOCAR LA SUSPENSIÓN DE LOS SERVICIOS DE REFUGIO.

POR FAVOR, TENGA EN CUENTA QUE: LOS SERVICIOS DE REFUGIO PUEDEN SER SUSPENDIDOS POR LOS SIGUIENTES COMPORTAMIENTOS:

- A. ASALTOS O ATAQUES FÍSICOS A OTRA PERSONA, O CONDUCTA INTIMIDATORIA HACIA OTRA PERSONA;
- B. POSESIÓN, USO O VENTA DE ARMAS O DROGAS ILEGALES;
- C. INCENDIAR O DAÑAR LAS INSTALACIONES O EQUIPOS; O
- D. EL ARRESTO POR ACTIVIDADES DELICTIVAS

ADULT SHELTER RULES AND RESPONSIBILITIES

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN DENIAL OF SHELTER (FOR APPLICANTS) OR TRANSFER TO ANOTHER SHELTER (FOR CLIENTS).

I will carry identification at all times and sign the "bed roster" daily. I will not change my bed without the approval of staff.

I will observe curfew rules as posted and I will vacate my bed/room during hours posted.

I will not have alcoholic beverages, unauthorized medicines or illegal drugs in the shelter. I understand that they will be confiscated and that I may be subject to arrest.

I will not bring weapons or instruments/materials potentially dangerous to other residents or staff, including, but not limited to, box cutters, needles, etc. into the shelter. I understand that these items will be confiscated and that I may be subject to arrest.

I will not steal and will not enter into unauthorized areas in the shelter. I understand that these acts may subject me to arrest.

I will not fight, or use abusive or threatening language, or harass or intimidate other residents or staff.

I will smoke only in authorized (posted) areas, or outside the shelter premises. I will never smoke in the dormitories or sleeping quarters.

I will eat only in designated areas; I will not cook or bring food into sleeping areas.

I will not have electrical appliances, incense or candles or other items in the shelter which may be a fire hazard.

I will cooperate with and participate in all fire evacuation and other safety drills.

I will not engage in sexual activity in the shelter facility.

I will meet with a social service worker on a regular basis, develop, agree to and follow an Independent Living Plan designed to help me develop resources and obtain other housing outside the shelter system.

I agree to pay my portion of the per diem cost when required by the Office of Temporary Disability Assistance.

SUSPENSION OF SHELTER SERVICES

I understand that my shelter services may be immediately suspended for up to seven days if I;
Intentionally set fire or vandalize property or equipment in or around the shelter premises, OR
Possess, sell or use illegal drugs or alcohol in or around the shelter premises, OR
Assault or physically attack another person, or exhibit threatening behavior which is immediately dangerous to another person, or possess a weapon, OR
I am arrested for criminal activity including, but not limited to, trespassing, theft, harassment, extortion, loan – sharking, intimidation or victimization of residents or staff in or around shelter premises.
Smoke in unauthorized shelter areas.

Firma del cliente: _____ Firma del asistente social: _____
Fecha: __/__/__

NORMAS Y RESPONSABILIDADES PARA LOS ADULTOS DEL REFUGIO

EL INCUMPLIMIENTO DE ESTAS NORMAS PUEDE PROVOCAR LA NEGACIÓN DE REFUGIO (PARA SOLICITANTES) O EL TRASLADO A OTRO REFUGIO (PARA CLIENTES).

Llevaré mi identificación en todo momento y firmaré diariamente la "lista de camas". No cambiaré de cama sin la aprobación del personal.

Observaré las normas notificadas de horario de llegada y abandonaré mi cama/habitación durante las horas notificadas.

No tendré bebidas alcohólicas, medicamentos no autorizados ni drogas ilegales en el refugio. Entiendo que esos elementos serán confiscados y que puedo quedar sujeto a arresto.

No traeré al refugio armas ni instrumentos o materiales potencialmente peligrosos para los demás residentes o el personal, incluidos, entre otros, cortapapeles, agujas, etc. Entiendo que estos elementos serán confiscados y que puedo quedar sujeto a arresto.

No robaré ni entraré en las áreas no autorizadas del refugio. Entiendo que puedo quedar sujeto a arresto por estas acciones.

No lucharé ni usaré lenguaje abusivo ni amenazante, ni acosaré ni intimidaré a otros residentes ni al personal.

Solamente fumaré en áreas autorizadas (notificadas), o fuera de las instalaciones del refugio. Nunca fumaré en las habitaciones o dormitorios.

Solo comeré en las áreas designadas; no cocinaré ni llevaré comida a las áreas de dormitorios.

No tendré en el refugio artefactos eléctricos, inciensos, velas, ni otros elementos que puedan causar riesgo de incendio.

Cooperaré y participaré en los simulacros de evacuación por incendio y otros ejercicios de seguridad.

No llevaré a cabo actividades sexuales en las instalaciones del refugio.

Tendré encuentros periódicos con un trabajador del servicio social; desarrollaré, llegaré a un acuerdo y efectuaré un Plan de Vida Independiente, diseñado para ayudarme a desarrollar recursos y obtener otra vivienda, fuera del sistema de refugio.

Acepto pagar mi parte del costo diario cuando sea requerido por la Oficina de Asistencia a la Discapacidad Temporal.

SUSPENSIÓN DE LOS SERVICIOS DE REFUGIO

Entiendo que mis servicios de refugio pueden ser inmediatamente suspendidos hasta por una semana, si yo:
Incendio o realizo actos vandálicos intencionalmente a propiedades o equipos, dentro de las instalaciones del refugio o en sus alrededores; O
Poseo, vendo o uso drogas ilegales o alcohol, en las instalaciones del refugio o en sus alrededores; O
Asalto o ataco físicamente a otra persona, o exhibo un comportamiento amenazador que sea inmediatamente peligroso para otra persona, o poseo un arma; O
Soy arrestado por actividad delictiva, que incluye, pero no se limita a, intrusión, robo, acoso, extorsión, préstamos ilegales, intimidación o victimización de residentes o personal, en el refugio o sus alrededores.
Fumo en áreas no autorizadas del refugio.

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**NOTICE TO SHELTER RESIDENTS
REGARDING
LOCKER INSPECTIONS**

Be advised that the locker assigned to you is subject to being opened and inspected by shelter staff pursuant to agency procedures.

Contraband items found in lockers will be confiscated.

Note: Possession of dangerous or illegal articles or substances may result in arrest, suspension of services for up to seven days, or discontinuance of shelter services for 30 days.

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División de Servicios para Adultos

**AVISO PARA LOS RESIDENTES DEL REFUGIO
ACERCA DE
INSPECCIONES DE ARMARIOS**

Tenga en cuenta que el armario que se le ha asignado está sujeto a apertura e inspección por parte del personal del refugio, de acuerdo a los procedimientos de la agencia.

Se confiscarán los elementos de contrabando que se encuentren en los armarios.

Nota: La posesión de artículos o sustancias peligrosas o ilegales puede causar su arresto, suspensión de servicios por hasta siete días o interrupción de los servicios del refugio por 30 días.

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BANNED ARTICLES AND SUBSTANCES

Clients are forbidden to possess the following items in shelter facilities:

- Weapons, including guns, knives, brass knuckles, and firearm ammunition
- Dangerous Instruments and Materials, including sticks, bats, scissors; ice picks, box cutters, caustic chemicals, flammable liquids, and fireworks
- Hazardous Tools and Utensils, including hammers, screwdrivers and carving forks (see your caseworker if you have tools you need for employment or training)
- Replicas of Weapons
- Illegal Drugs and Drug Paraphernalia including K-2, Spice, “Synthetic Marijuana,” and similar products
- Alcoholic Beverages

Possession of the above contraband items on shelter premises may result in arrest, suspension of services for up to seven (7) days or discontinuance of shelter services for thirty (30) days.

The following goods and articles are also not permitted in shelters and will be confiscated:

- Electric Appliances, including hotplates, hairdryers and electric heaters
- Incense and Candles

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División de Servicios para Adultos

ARTÍCULOS Y SUSTANCIAS PROHIBIDAS

Se prohíbe a los clientes la posesión de los siguientes elementos en las instalaciones del refugio:

- Armas, incluidas las armas de fuego, cuchillos, manoplas de bronce y munición de armas de fuego
- Instrumentos y materiales peligrosos, incluidos bastones, bates, tijeras; picadores de hielo, cortaplumas, químicos cáusticos, líquidos inflamables y fuegos artificiales
- Herramientas y utensilios riesgosos, como martillos, destornilladores y tenedores trinchantes (si tiene herramientas que necesita para su trabajo o capacitación, consulte a su asistente social)
- Réplicas de armas
- Drogas ilegales y accesorios para consumo de drogas, incluidos K-2, “marihuana sintética” y productos similares
- Bebidas alcohólicas

La posesión de los elementos de contrabando mencionados puede provocar el arresto, la suspensión de los servicios por hasta siete (7) días y la interrupción de los servicios del refugio por treinta (30) días.

Los siguientes bienes y artículos tampoco están permitidos en los refugios, y serán confiscados:

- Artefactos eléctricos, como placas térmicas, secadores de pelo y calentadores eléctricos
- Inciensos y velas