



**SPECIAL CATEGORY ACCESS CONTROL SEARCH FOR CLIENTS WITH LIMITED MOBILITY**

Date issued		Date effective		Revision Number		Page of Page
07-31-2018		07-31-2018				1 of 1

**PURPOSE**

Access control procedures vary from shelter to shelter because of varied shelter type, building logistics and/or security plans. However, ALL clients are subject to access control searches that include a walk-through magnetometer and/or handheld magnetometer and, if necessary, the physical search/pat down of the person’s outermost garments. The following guidelines will be followed when screening individuals who present with a mobility disability and use a walking stick or cane, a walker, or a manual or motorized wheelchair or scooter.

**PROCESS**

1. All Clients, including those with mobility disabilities, will be searched by either a walk-through magnetometer or handheld magnetometer and, if necessary, the physical search / pat down of the person’s outermost garments.
2. Clients who are unable to walk-through a magnetometer safely or independently and use a walking stick/cane, walker, or manual or motorized wheelchair or scooter will be requested to transfer to a nearby secure chair to complete the access control search.
3. Walkers and manual or motorized wheelchairs or scooters must be searched prior to the client being allowed access to the facility. When searching these mobility assistance devices, special attention must be paid to areas under the seat cushions and battery compartments, as these areas can be used for the transportation of contraband, such as weapons or narcotics.
4. If clients do not comply with the access control procedures, they will be prohibited from entering the facility beyond the designated access control area. In such situations, immediately request social service or management staff to assess the client’s needs and/or gain their cooperation.
5. Clients who continue to refuse to participate in the requisite searches will be permitted to remain in the designated access control area, under the supervision of security and/or social service/management staff until they comply with access control procedures or are provided other services, such as emergency medical service (EMS). If such a client requests to utilize the restroom, social service staff will escort clients to and from the restroom. Security MUST assist social service staff, when requested.
6. If a client states they are unable to transfer from a manual or motorized wheelchair or scooter to a secure chair, or that such a transfer will cause great discomfort or pain, it may indicate that they need a certain level of care beyond that which shelter can provide, or, that they may require a reasonable accommodation to the access control practices. Security will be guided by social service staff and the site’s respective DHS Program Administrator, who must be contacted immediately. In such situations, proper referrals will be made to other forms of care, or, an appropriate accommodation determined in collaboration with appropriate DHS staff, including the DHS Office of the Medical Director and DSS Disability Affairs.