

TITLE: REPORTING SUSPICIOUS ACTIVITY

PURPOSE: Harris Health System workforce members and contractors are required to report any wrongdoing or violations of the law by anyone that may endanger the safety or security of Harris Health patients, staff, visitors, or property.

POLICY STATEMENT:

Harris Health reserves the right to conduct appropriate surveillance and searches, in all areas of its facilities, in order to investigate possible wrongdoing. Harris Health workforce members, patients, and visitors are encouraged to report suspicious activity by anyone that may threaten the safety or security of Harris Health System workforce members, patients, visitors, or property.

POLICY ELABORATIONS:

I. DEFINITION:

WORKFORCE: Harris Health Board of Managers, employees, medical staff, trainees, contractors, volunteers, and vendors.

II. GENERAL PROVISIONS:

- A. Harris Health Workforce members shall immediately report any suspicious behavior, action, or illegal activity by any person on Harris Health premises to Harris Health Department of Public Safety (“Security”) or to law enforcement.
- B. Workforce members shall not confront an alleged suspect.
- C. If a report is made to law enforcement prior to the notification of Harris Health Security, Harris Health Security must be notified immediately thereafter.
- D. Harris Health reserves the right to investigate alleged violations of law. The investigation may include searches of Harris Health property.
 - 1. Property provided to employees for the performance of their job duties is Harris Health property. Employees have no expectation of privacy in

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locked or unlocked offices, vehicles, lockers, filing cabinets, desks, or files belonging to Harris Health.

2. Employees shall cooperate with Harris Health Security or law enforcement officials in regards to any investigation(s). Any requests for patient information from anyone conducting an investigation, including law enforcement officials, should be directed to the Corporate Compliance Office.

C. Harris Health Security shall be responsible for coordinating the:

1. Gathering of information regarding the violation of Harris Health rules, security related incidents, or suspected wrongdoing;
2. Forwarding of data to Human Resources or local law enforcement authorities as appropriate; and,
3. Conducting of internal security investigations and recommending appropriate preventive measures.

REFERENCES/BIBLIOGRAPHY:

OFFICE OF PRIMARY RESPONSIBILITY:

Harris Health System Director - Harris Health Department of Public Safety

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REVIEW/REVISION HISTORY:

Effective Date	Version # (If Applicable)	Review/ Revision Date (Indicate Reviewed or Revised)	Approved by:
09/01/2000	1.0		Board of Managers
		Reviewed 11/30/2006	Administrative Director, Harris Health Department of Public Safety
	2.0	Revised 01/05/2010	Harris Health Policy Review Committee
12/02/2010		Approved 12/02/2010	Board of Managers (Board Motion No. 10.10-150)
	3.0	Revised 04/27/2014	
	4.0	Revised/Approved 09/13/2016	Structure and Organizational Standards Committee
	5.0	Reviewed 07/22/2019	DPS Policy Review Committee
		Reviewed/ Approved 07/31/2019	Structure and Organizational Standards Committee