

**POLICIES AND GUIDELINES ON WORK STATION USE AND LOCATION
PROCEDURE**

PROCEDURE:

1. Supervisory and management personnel will periodically review the location and placement of all computer displays, printers, and facsimile machines in their areas of responsibility, and make changes as necessary to assure compliance with the requirements of this policy. Any such changes will be documented.
2. Any risk and cost analysis undertaken to determine whether physical changes are needed to improve security, such as the construction of walls, relocation of equipment and wiring, or installation of locking doors, will be documented.
3. Documentation produced in compliance with procedures above will be forwarded to the Security Official. The documentation will be retained for six years or longer if required by state law or regulation.

RATIONALE:

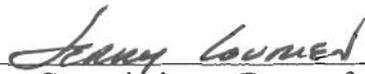
Documentation of changes made, and of risk/cost analyses, will demonstrate compliance with this policy, and with the associated regulations.

REFERENCE:

Security Requirement 164.310 (b,c)

Effective Date: 4/14/03

Dates Revised:



Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities