



**Rockwall County
Sheriff's Office
Detention Division
Policy and Procedures**

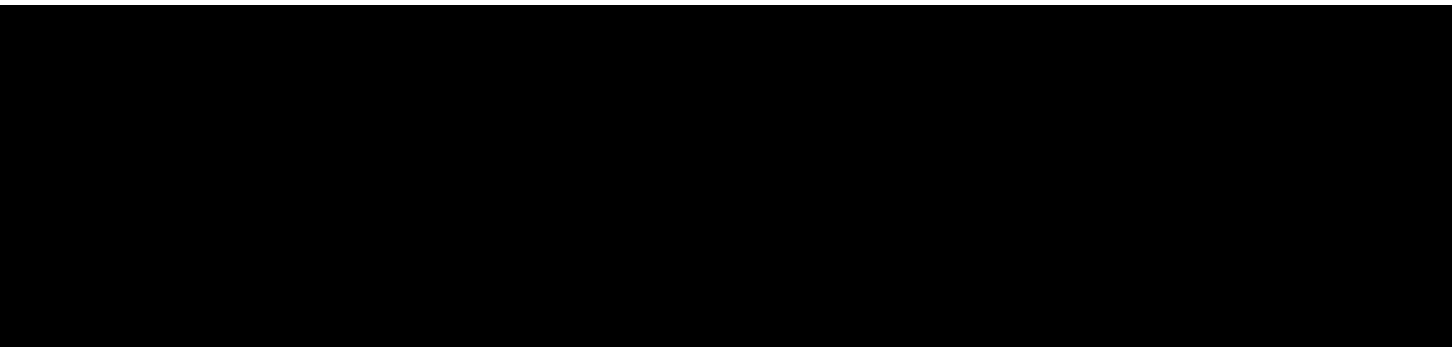
Policy: Inmate Hospital Duty	Policy #: C-803
Procedure: Control of Hospital Duty and Mental Health Transport	Effective Date: 06/10/10
Revised Date(s): 03/11/13 12/07/15 09/21/16 09/29/16 08/30/17 11/14/17	Approved By:

Situations may arise where an inmate will be taken/received at the hospital. The following policies and procedures are to provide guidelines pertaining to inmate hospital duty.

INMATE HOSPITAL DUTY OFFICER ASSIGNMENT

It is the responsibility of the Rockwall County Sheriff's Office to maintain the care, custody and control of inmates in our custody. Certain rules and responsibilities for officers assigned hospital duty have been provided to ensure that each officer adheres to those principles.

REPORTING / SCHEDULING FOR ASSIGNMENT

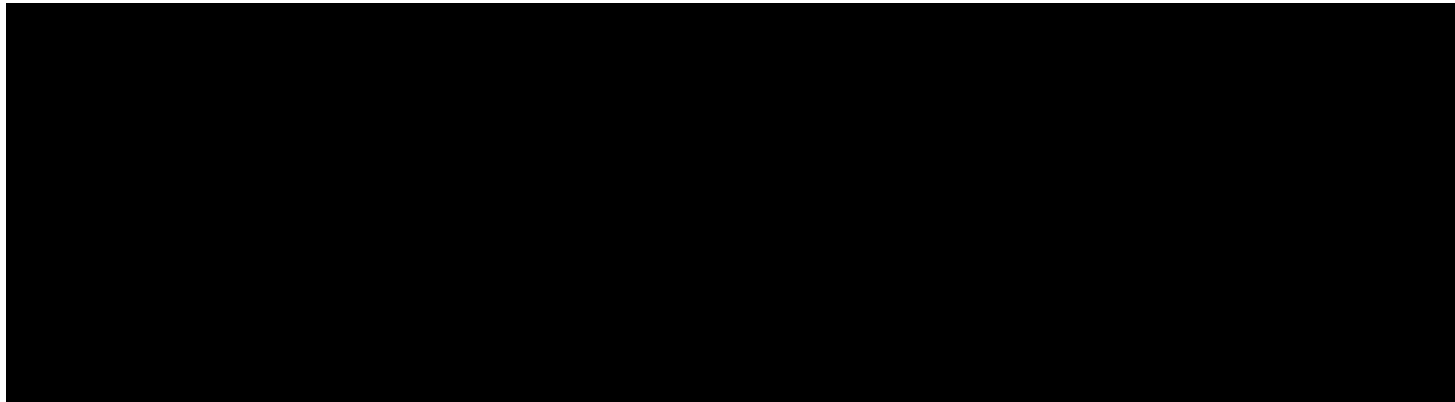


Supervisor assigning hospital duty is to ensure the officer assigned is familiar with these procedures. The supervisor must also verify the officer being assigned has a cell phone and the Shift Supervisor has the number.

GENDER SUPERVISION

The officer assigned will be of the same sex as the inmate when possible. Female officers may watch male inmates, but male officers will not watch female inmates except in an emergency situation or for a temporary relief period. (Supervisors' discretion will dictate exceptions to the policy for the assigned officer).

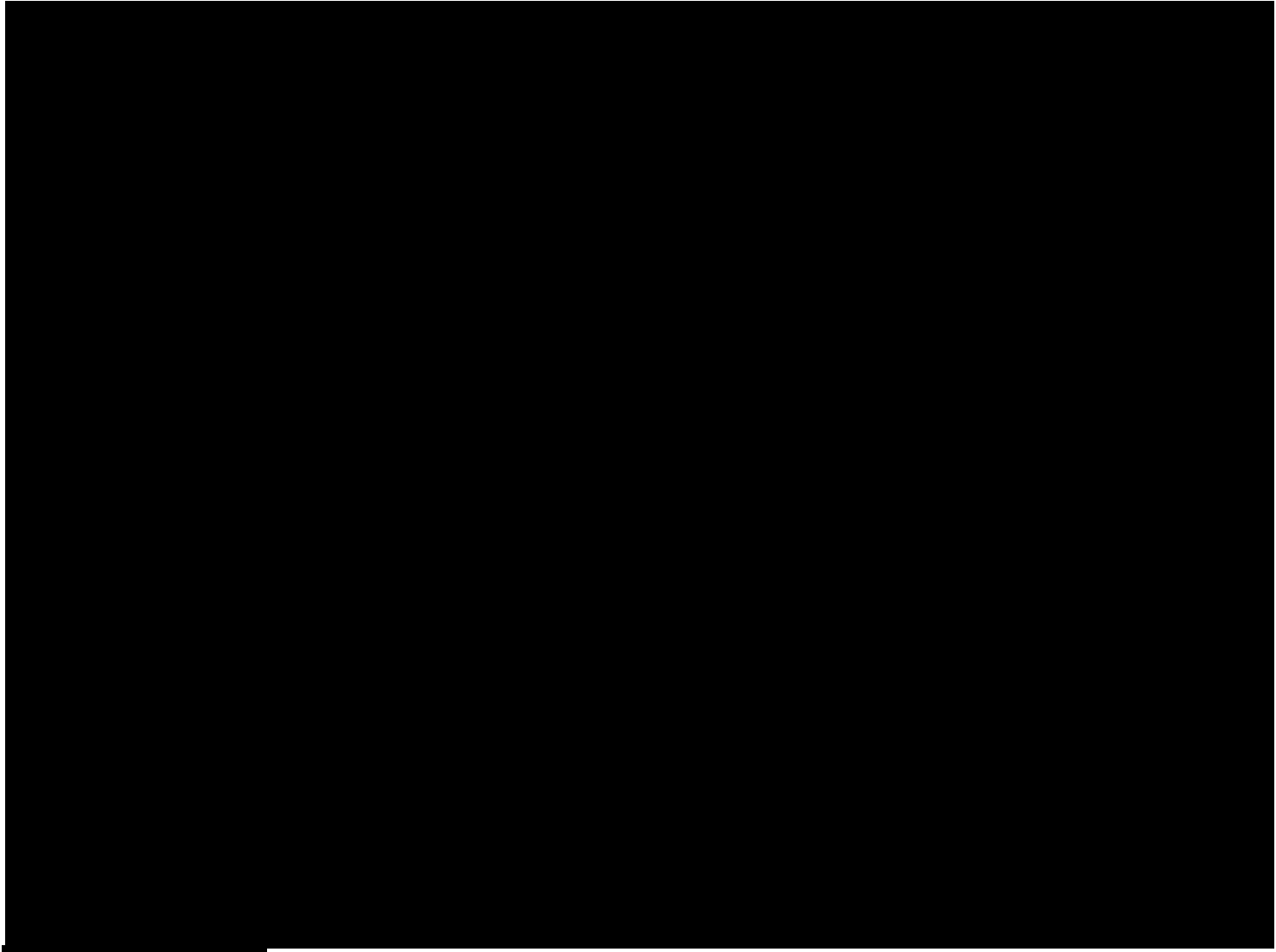
CLASSIFICATION SECURITY



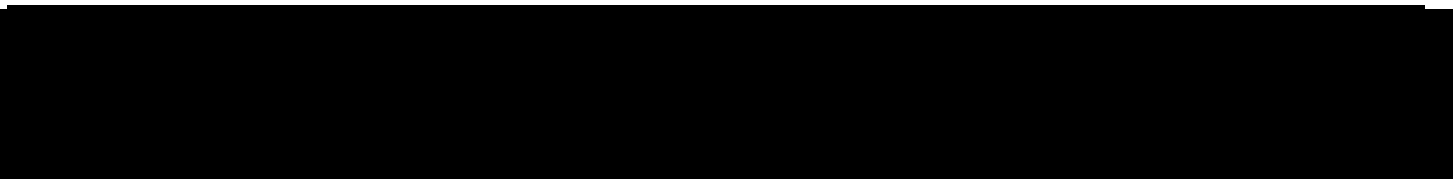
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TRANSPORTING INMATE



Parking of County Vehicles is authorized in pre-designated spaces (law enforcement vehicles only) at each hospital. Ensure your vehicle is not obstructing a roadway or other police vehicles from departing. When parking is not available, contact your Shift Supervisor to coordinate delivery with Hospital Security. Use the Emergency Room entrance to enter or exit the hospital with an inmate.



The officers are to introduce themselves to the nursing staff upon arrival and during each shift change. The inmate's civilian or uniform items will be placed in a plastic or brown bag that can be requested from Hospital Medical Staff and kept within the room assigned. Any items received from the hospital for the inmates use

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(such as splints/braces, etc.) will be held and turned over to the Detention Medical Staff prior to re-issue to the inmate if eligible for use at the jail. If the inmate dies, the officer will recover all County property and return it to the jail. (Refer to Policy C-990)

[REDACTED]

If the inmate is assigned to a multi occupancy room that a civilian occupies, introduce yourself and ensure the civilian that all is under control. If the civilian continues to be overly concerned, refer them to Medical Staff and advise the Shift Supervisor of the situation. Do not take over the control of the television and/or phone from the civilian. If the civilian has current control of the television, do not ask to change the channel. If he/she has control of the phone ask to use it for business calls, and then return it to them immediately. If there is a curtain between the beds, keep it closed to separate the beds. Do not walk out of the room while the civilian is in the room. Do not engage in lengthy conversations with the civilian. Advise the inmate that they are not to converse with other occupants. If the civilian has visitors in the room, ensure you keep your "Buffer Zone" in place.

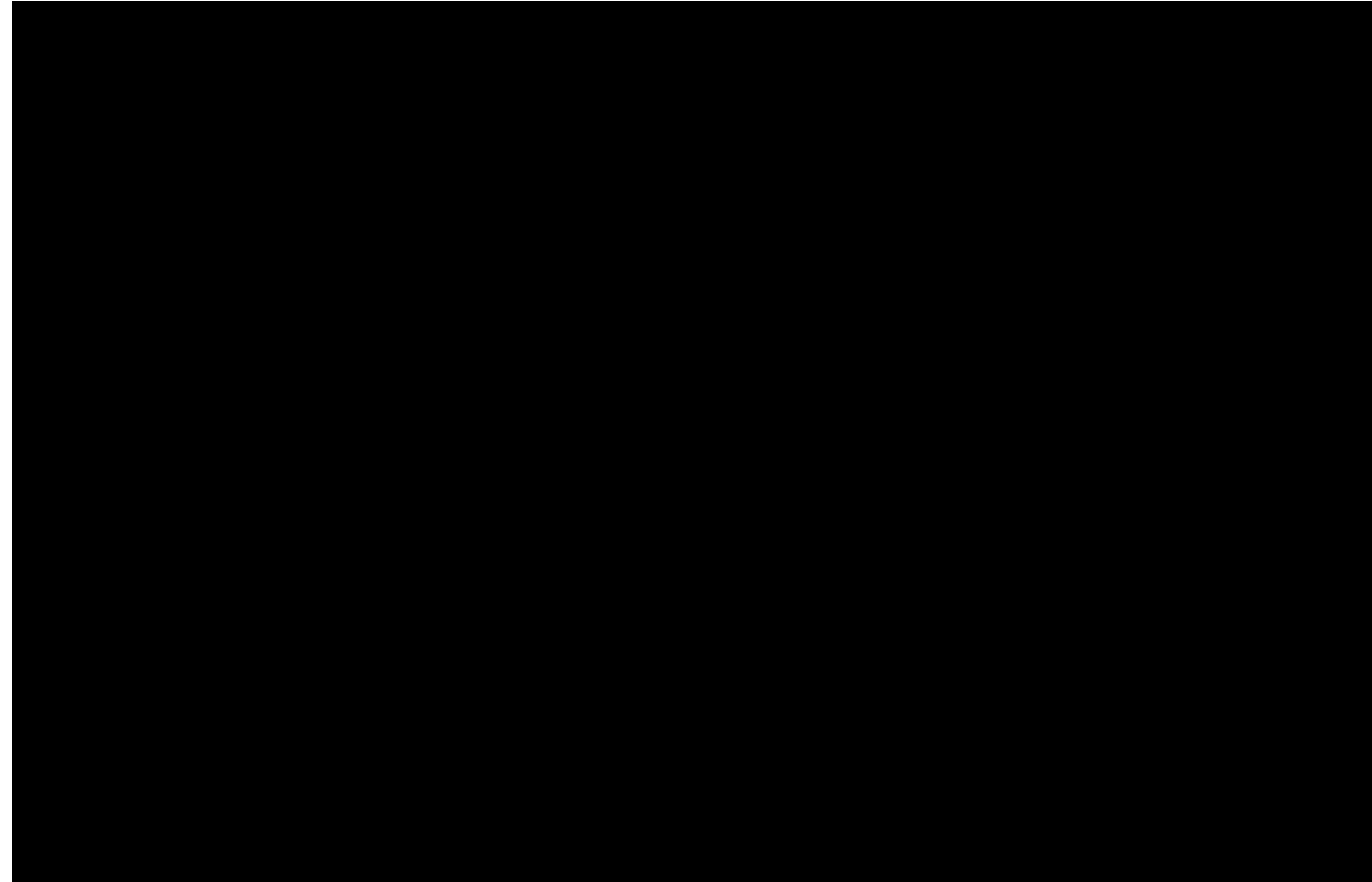
OFFICER RESPONSIBILITIES AT THE HOSPITAL

Prior to assuming your assignment, the officer should take a general look around the area to identify possible escape routes (i.e. stairways, elevators, doors and windows) and position himself/herself to stop any possible escape attempt. Discuss these areas with the officer being relieved. If an escape attempt is made, the officer



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GENERAL ORDERS

The officer will assign a Guard1 Pipe to their badge number using the button located in the Pass-On Room then subsequently assign the pipe to the Hospital using the button located behind the booking counter or the transport office. The following activities will be logged utilizing the Guard1 Wallet:

- **HOSPITAL DUTY**
 - When the officer reports for duty at the hospital
- **TRANSPORTED TO HOSPITAL**
 - When officer in transporting the inmate to the hospital
- **TRANSPORTED FROM HOSPITAL**
 - Detention Division Policies and Procedures: C-803 Inmate Hospital Duty
 - When you return to jail with the inmate
- **AREA SEARCHED**
 - When you search the room for any contraband (must be conducted before and after shift)
- **INMATE MOVEMENT**

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- Whenever an inmate is moved to another room either temporarily (i.e. MRI, PET Scan) or permanently (i.e. from ER to recovery or ICU)
- **RESTRAINTS CHECKED**
 - When the restraints are checked to make sure the inmate is secured
- **RESTRAINTS REMOVED**
 - When restraints are removed from the inmate
- **RESTRAINTS REPLACED**
 - When restraints are placed, placed back on the inmate
- **AWAKE AND ALERT, APPEARS ASLEEP, SHOWING OR USING THE RESTROOM, AND EATING**
 - When conducting 30 inmate checks

Notify your Shift Supervisor if you have any inventory discrepancies upon assuming duty or that your inventory is COMPLETE and logged in the Shift Entry Log in JMS via communication to North or South Control Room Officer.

No personal vehicles will be taken to the hospital. Once the relieving officer arrives and has received the briefing from the officer being relieved including any special instructions pertaining to your assignment and inmate, the relieving officer will assume the duty and responsibility of this assignment. **IF YOU FAIL TO CALL IN YOUR INVENTORY, YOU WILL BE HELD LIABLE FOR ANY MISSING INVENTORY ITEMS!!**

The hospital contact information may be found on the "C-803_Contact" List. If available, an enlarged copy of the inmate booking picture should be provided to Hospital Security for security purposes.

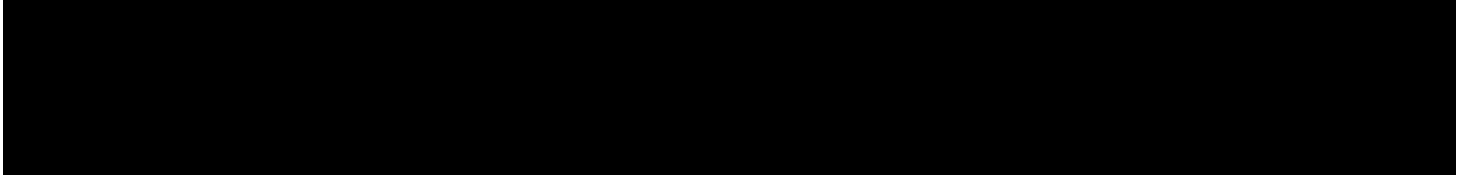
Inmates admitted to the hospital are not allowed any items except those necessary for medical treatment.

While in the hospital, an inmate will be fed a diet from the hospital's kitchen. They may not request anything special. When hospital staff brings the inmates food it shall be inspected before being given to the inmate. Utensils shall be counted. If the inmate was given metal utensils, remove them and request plastic utensils. Once the inmate has finished eating, move the tray away from the inmate's reach and ensure all utensils are returned. Inmates may only have food items that are allowed in the facility such as sodas if it is to the benefit of the inmate's health and is given to the inmate by hospital staff. However, if the officer believes that an inmate is

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receiving anything inappropriate they should speak with the nurse to determine if such items are beneficial to the inmate's health.



Deputies and Detention Officers shall not engage in any conduct that constitutes conduct unbecoming an officer or neglect of duty. No employee shall engage in any personal conduct or act that, if brought to the attention of the public, could result in justified unfavorable criticism of him/herself or the Sheriff's Office. No employee shall conduct himself in a manner that would discredit the Sheriff's Office. No employee shall, at any time, ridicule, mock, deride, taunt or belittle any person. In addition, no employee shall willfully embarrass, humiliate or shame any person, or do anything that might incite any person to violence.

Hospital duty is a post. Officers are not allowed to bring any item to the hospital that is not expressly permitted in the Rockwall County Detention Center policy including, but not limited to computers, iPod, DVD player, books, cameras, games or newspapers. Officers are permitted to have a cellular phone while at the hospital. However, this should not distract the officer from performing their duties.

If the inmate is replacing his/her pants in preparation for return to the Jail, there is no reason that the officer can't place the pants on each leg then reattach the shackles. Make sure you have them handcuffed prior to this operation.

If you have questions or concerns on a specific situation, contact the Shift Supervisor and receive clarification/guidance.

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