

<b>DATE:</b>	FEBRUARY 21, 2020
<b>NUMBER:</b>	I.45
<b>SUBJECT:</b>	INMATE HOSPITALIZATION AND GUARDS
<b>RELATED SECTIONS:</b>	<a href="#">L.47</a> , <a href="#">L.51</a> , <a href="#">L.57</a> , <a href="#">L.93</a> , <a href="#">Q.43</a> ; SDSD P&P 6.46

PURPOSE

To standardize the processing of hospitalized inmates and manage the assignment of guards.

POLICY

It is the policy of the Sheriff's Department to coordinate the hospitalization of any inmate in the custody of the Sheriff. Pre-arraignment, hospitalized arrestees will not be booked until after their arraignment and the individual is remanded to the custody of the Sheriff. It will be the responsibility of the arresting agency to arrange for the arraignment of their hospitalized arrestee and to provide the security until the arraignment is conducted.

For arrests made by Sheriff's Department personnel, the Detention Services Bureau (DSB) will assume the guarding responsibilities at the hospital. It will be the Law Enforcement Services Bureau's responsibility to arrange for the arraignment.

For juvenile inmates in the custody of the Probation Department, the DSB will assume hospital guarding responsibilities for juvenile inmates deemed dangerous and when an armed probation officer is not available.

Once the DSB assumes the guarding responsibilities at the hospital, the appropriate booking facility's watch commander will evaluate the charges of any arrestee/inmate to determine the appropriate number of deputies to guard the arrestee/inmate.

For those inmates admitted to [REDACTED] [REDACTED] control deputy is responsible for maintaining entries in the Jail Information Management System (JIMS) that reflect the names and booking numbers of all hospitalized inmates admitted [REDACTED].

The SDCJ processing sergeant is responsible for entering admissions, room changes, discharges and other information into the hospital log for all inmates being treated at any local hospital, except for those admitted [REDACTED]. The processing sergeant will notify the on-duty Detentions Processing Supervisor (DPS) of [REDACTED] admission.

## PROCEDURE

### I. ARRESTS BY THE SHERIFF'S DEPARTMENT

- A. After confirming the arrestee is to be admitted to a hospital, the arresting/transporting deputy will contact the watch commander at the appropriate booking facility to request a guard. The deputy will provide the watch commander with the following information:
1. Full name of arrestee
  2. Date of birth of arrestee
  3. Criminal charges
  4. Name of hospital and room number
- B. The watch commander will provide the arrestee's information to the Jail Population Management Unit (JPMU). The JPMU deputy will review the arrestee's criminal history and determine the appropriate custody level. In addition to the custody level, the JPMU deputy shall advise the watch commander of any prior violent charges, escapes or walkaways.
- C. The watch commander or designee shall review the arrestee's custody/risk levels to determine the appropriate security for the arrestee while under guard at the hospital. The security information shall be printed and provided to the guarding deputies prior to departing the detention facility.
- D. The SDCJ processing sergeant will be notified to enter the arrestee's name and custody information in the hospital log.
1. A notation will be made in the log of the latest date and time that the arrestee can be arraigned to comply with California Penal Code section 825.
  2. If the arrestee is not arraigned in compliance with the timeframes outlined in California Penal Code section 825, the Certificate of Release (SO-23) form shall be completed to process the release of the arrestee. The guarding deputies will remain with the arrestee until the release process is completed. The SDCJ watch commander or designee will notify the on-duty patrol sergeant at the arresting deputy's station of the arrestee's release.
- E. The arresting deputy will provide the Booking Intake/Personal Property Inventory (J-15) form and property bag to the DSB deputy at the time they relinquish custody of the arrestee.
1. If the arraignment is conducted at the hospital, the J-15 form and property bag will be transferred to the appropriate booking facility. The booking facility will book the inmate and obtain a booking number. The booking facility will dispatch a deputy to the hospital to complete the booking process (e.g., fingerprints, photos, necessary information to complete the booking sheet).

2. If the arrestee is discharged from the hospital prior to arraignment, the guarding deputy will transport the arrestee, J-15 form and property bag to the appropriate booking facility and process the arrestee into the facility (i.e., "book" the arrestee). The SDCJ processing sergeant will be notified of the inmate's discharge from the hospital. The SDCJ watch commander or designee will notify the on-duty patrol sergeant at the arresting deputy's station of the arrestee's discharge from the hospital and booking into Sheriff's custody.

F. The deputy guarding the arrestee shall:

1. Remain within sight of the arrestee at all times.
2. Ensure at least one leg is securely attached to a fixed location on the hospital bed/gurney, unless it would be medically unfeasible.
  - a. If securing the arrestee is not possible, the deputy shall advise the respective watch commander or designee.
  - b. [REDACTED]
  - c. [REDACTED]
  - d. [REDACTED]
  - e. For use of restraints on pregnant inmates, refer to DSB P&P M.38.

## II. ARRESTS BY AGENCIES OTHER THAN THE SHERIFF'S DEPARTMENT

- A. For agencies other than the Sheriff's Department, it is their responsibility to guard their hospitalized arrestee until arraignment and remand to the custody of the Sheriff. Once the arrestee is remanded to the custody of the Sheriff, the arresting agency needs to call the watch commander at the appropriate booking facility, provide the information listed in section I.A. of this policy and request a guard. The arresting agency will deliver the J-15 form, property bag and a copy of the court minutes to the intake/booking window at the appropriate booking facility.
- B. The appropriate custody level for the inmate and advisements will be provided as described in sections I.B and I.C of this policy.
- C. The watch commander or designee will advise the SDCJ processing sergeant to enter the arrestee's name and custody information in the hospital log. The watch commander at the Vista Detention Facility (VDF) will be notified of arrestees who require movement [REDACTED].

- D. Follow guarding procedures as outlined in section I.F of this policy.
- E. As soon as practicable following arraignment, the booking facility will dispatch a deputy to the hospital to complete the booking process (e.g., fingerprints, photos, necessary information to complete the booking sheet).

### III. ADMITTANCE TO A HOSPITAL FROM A FACILITY

- A. The guarding deputy will notify the processing/central sergeant at the inmate's housing facility of the admission to the hospital.
- B. Deputies shall follow guarding procedures as outlined in sections I.F. and I.G of this policy.
- C. "Greenbender" inmates shall be guarded by at least two deputies while hospitalized.
- D. Female inmates hospitalized for OB/GYN treatment shall be guarded by a female deputy. If the inmate is not housed [REDACTED], Las Colinas Detention and Reentry Facility (LCDRF) is responsible for providing a female deputy to guard the inmate.
- E. The watch commander or designee at the inmate's housing facility shall ensure:
  - 1. Deputies are scheduled to guard the inmate 24 hours per day. If sufficient coverage cannot be located, other facilities may be queried with any overtime costs charged to the inmate's housing facility.
  - 2. JIMS is updated by sworn staff to indicate the inmate is admitted to a hospital.
  - 3. Facility medical staff is notified of the hospital admission.
  - 4. The respective housing deputy secures the inmate's module property in their housing area.

### IV. ADMITTANCE [REDACTED]

- A. Only those inmates admitted and stable for transport will be accepted [REDACTED]. [REDACTED] will not be utilized to guard an inmate in the emergency department (ED) at any hospital without prior approval from the [REDACTED] watch commander.
- B. The transporting deputy will notify [REDACTED] control deputy and provide the following information:
  - 1. Full name of inmate,
  - 2. Booking number,
  - 3. Name of transferring hospital.
- C. For those arrestees admitted into [REDACTED], the operational layout may prevent the deputies assigned to the unit from being in constant supervision of the arrestee due to being a secure hospital unit.

- D. The originating facility is responsible for delivering the inmate's module property [REDACTED] for proper storage. Inmate custody records and personal property will be sent to [REDACTED] for proper filing and storage.
- E. Pregnant inmates from LCDRF may be temporarily housed [REDACTED] until the child is delivered.
1. [REDACTED] deputies will assist in guarding pregnant inmates when on duty and while the inmate is housed [REDACTED].
  2. In the absence of [REDACTED] [REDACTED] deputy, or if the inmate is not housed in [REDACTED] [REDACTED], LCDRF is responsible for providing a female deputy to guard the inmate.
  3. If the [REDACTED] staffing levels are above the minimum of four, they may provide a female deputy to guard the inmate.
- F. Out-patient Procedures
1. Inmates scheduled for an out-patient procedure for the following day will typically be an administrative admission the evening before and will require facilities to transport the inmate [REDACTED].
  2. [REDACTED] will provide security for the inmate overnight.
  3. It will be the responsibility of the inmate's housing facility to arrange a hospital guard deputy for their inmate during the scheduled procedure.
  4. Once the inmate is discharged from the procedure, the hospital guard/transport deputy will transport the inmate back to their assigned facility.
- G. If an inmate is released from the custody of the Sheriff while admitted and/or hospitalized [REDACTED], the DPS will notify [REDACTED] processing sergeant of the pending release.
1. The DPS will authorize the housing facility pre-release clerk to complete the Hospital Hold Release (J-67) form and print two copies. One copy will be placed in the inmate's custody record and the second copy will be given to the DPS together with the inmate's custody record.
  2. The DPS or designee will fax a copy of the J-67 form to [REDACTED]  
[REDACTED]  
[REDACTED].
  3. Release procedures will be followed as outlined in section V.C of this policy.

4. Once an inmate is released from the custody [REDACTED] they will be transferred from the unit by [REDACTED] deputies and reassigned to a non-secure room off the floor.

## V. CHANGES IN CUSTODY

- A. When a hospitalized inmate is rebooked on a new case or has a change in their custody status, the detention processing technician (DPT) making those changes shall notify the watch commander.
- B. The watch commander will evaluate the need for any changes in the level of security.
- C. If an inmate is released from the custody of the Sheriff, the following will be completed:
  1. The DPS will notify the watch commander or designee of the pending release.
  2. The watch commander or designee will contact the hospital supervising nurse and security, alerting them of the inmate's pending release from Sheriff's custody.
  3. The DPS will authorize the housing facility pre-release clerk to complete the J-67 form and print two copies. One copy will be placed in the inmate's custody record and the second copy will be given to the DPS along with the inmate's custody record.
  4. The DPS or designee will fax a copy of the J-67 form to the hospital admission's department, the hospital's case manager and the Sheriff's medical case manager.
  5. The DPT will process the inmate for release.
    - a. The DPT will prepare a packet for the deputy to take to the hospital, including the second copy of the J-67 form, the Final Release Report, Property Report and Funds Receipt.
    - b. The Final Release DPT will ensure any money on the inmate's account is loaded onto a debit card and attached.
    - c. The deputy will take the packet to the hospital and obtain the inmate's signature where required. The J-67 form will be left with the medical staff at the hospital. The deputy will bring any signed documents back to the DPS for processing.
  6. The processing sergeant at SDCJ will be immediately notified of the inmate's release (date and time) and will make the necessary entries in the hospital log.

- D. The watch commander will notify the medical staff at the inmate's housing facility of any changes in the custody status of a hospitalized inmate.

VI. DISCHARGE FROM A HOSPITAL

- A. The guarding deputy shall notify their respective watch commander of the pending discharge and return to the facility.
- B. Upon return to the facility, facility medical staff will screen the inmate and coordinate with a JPMU deputy for the inmate's return to an appropriate housing unit. All hospital records for the inmate will be given to the facility medical staff.
- C. The SDCJ processing sergeant will make the appropriate notations in the hospital log as to the disposition of the inmate, including the date and time of discharge.
- D. The housing deputy will be notified to retrieve the inmate's personal property held in safekeeping.
- E. Inmate processing staff will be notified to update the booking information.

VII. SUPERVISORY HOSPITAL CHECKS AND DEPUTY MEAL RELIEF

- A. The areas of responsibility for each facility with regard to supervisory hospital checks and deputy meal relief are as follows:
  - 1. [REDACTED]
  - 2. [REDACTED]
  - 3. [REDACTED]
  - 4. [REDACTED]
- B. The watch commander of each facility will ensure supervisory hospital checks are conducted a minimum of once per shift. The supervisory hospital check, or reasons for not conducting the supervisory hospital check (e.g., staffing levels, major incident, facility workload, etc.), will be entered into the appropriate JIMS Area Activity Log and Watch Commander's Log.
- C. The processing/central sergeant of each facility will ensure deputies receive meal relief while working at a hospital.

VII. GO BAG

- A. Prior to leaving the facility for the hospital, the transporting deputy will obtain a "Go Bag." The bag contains a variety of items to assist the deputy during their hospital guard deployment.
- B. Each facility will maintain an inventory of "Go Bags." Each hospital run leaving the facility should have at least one bag. If multiple deputies are deployed to the same hospital, there may not be enough bags for each deputy; attempts to coordinate any necessary items will be made.
- C. Contents of the "Go Bag" are as follows:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- D. Each facility will develop a facility green sheet for the inventorying and deployment of the "Go Bags."

- [REDACTED]
- [REDACTED]
- [REDACTED]