

<b>DATE:</b>	DECEMBER 17, 2015
<b>NUMBER:</b>	M.44
<b>SUBJECT:</b>	COURT NOTIFICATIONS AND LETTERS
<b>RELATED SECTIONS:</b>	<a href="#">I.45</a> , <a href="#">M.1</a> , <a href="#">Q.43</a> , P.C. Sec. 4011, 4011.5,

PURPOSE

To provide guidelines for notifying the court of an inmate's medical condition or inability to appear in court.

POLICY

The watch commander shall be responsible for making proper notifications to the court when an inmate is unavailable due to a medical emergency or medical treatment plan.

PROCEDURE

I. MEDICAL EMERGENCY

- A. When an inmate is to be admitted to the hospital, the deputy shall notify the on duty watch commander. The watch commander shall notify the medical staff. Refer to DSB P&P section I.45 for inmate hospital admittance procedures.
- B. The watch commander will review the inmate's computer records and custody record for any conflicts between the inmate's medical treatment and scheduled court appearances.
- C. If any scheduling conflicts exist with a court appearance, the day shift watch commander will ensure the following occurs:
  - 1. Notify the responsible sworn staff.
  - 2. Notify the appropriate court facility as soon as possible. The initial contact will be made by phone, notating the individual notified and the time.
  - 3. The medical staff will e-mail the Medical Court Report (J-222 form) to the on duty watch commander, followed by a phone call to confirm receipt.
  - 4. The watch commander will forward the J-222 form to the on duty detention processing supervisor (DPS) and court deputy. The DPS will send the signed J-222 form electronically to the superior court contacts of the appropriate court jurisdiction. If the court appearance is scheduled in another court jurisdiction, the J-222 form will be electronically sent to the on duty DPS at the facility's court jurisdiction. The DPS at that facility will forward the notice to the appropriate superior court contacts.

5. Once completed, make a notation in the watch commander's log of the court notification including the inmate's name and booking number, the designated court and scheduled court appearance date.
6. A copy of the J-222 form will be placed in the inmate's custody record and a copy will be forwarded to medical services.

## II. MEDICAL TREATMENT PLAN AND CONFLICT WITH SCHEDULED COURT APPEARANCE (S)

- A. When an inmate has a prolonged medical treatment plan (i.e. dialysis, radiation treatment, chemotherapy, regularly scheduled clinic appointments, etc.) which may conflict with any court appearance(s), or condition that prohibits an inmate's safe transportation and appearance in court (i.e. communicable disease, suicidal risk, etc.) , the medical staff will notify the watch commander and prepare the J-222 form.
- B. The watch commander shall follow the procedures set forth in Sections I. B & C of this policy.
- C. If a conflict with court exists, the facility watch commander will notify medical staff of:
  1. The court's intent to reschedule or send an Order to Produce for the date in question.
  2. The newly scheduled court date to prevent future scheduling conflicts.
- D. Isolation cells in which inmates about whom the court has been notified are housed shall be labeled with a "No Court" sign until they are medically cleared and/or the court sends an Order to Produce.

## III. INMATES MEDICALLY CLEARED FOR COURT

Upon discharge from the hospital back to the detention facility or when the condition which has prevented an inmate from appearing in court is resolved, medical staff shall generate a J-222 form and the aforementioned process will again be followed.