

SDSD Detention Services Bureau – Sheriff's Transportation Unit Green Sheet

DATE:	MAY 2022
NUMBER:	M.45 T.1
SUBJECT:	TRANSPORTATION OF MEDICATIONS
RELATED SECTIONS:	M.45 DETENTION P&P M.35 DETENTION P&P

Purpose:

To create a secure system for the transportation of medications between facilities.

Policy:

The Sheriff's Transportation Unit (STU) may transfer medications between detention facilities. Tracking and accountability for medications during transport and delivery is the responsibility of both medical and sworn staff.

Procedure:

- I. Red zippered bags that are locked and secured will be used to transport all medications between facilities. Medication may be transported in a special box and/or bag which will be sealed with Sheriff's evidence tape if no red bags are available. After being prepared for transport, the secured bags will be kept in the RX locked boxes located in the Processing area at each detention facility and should be accessible to STU deputies. Keys to the RX locked boxes will be retained by medical staff and STU staff, with an additional key kept in key control at each facility.
- II. Transportation responsibilities
 - A. The transporting deputy will remove the secured bag from the RX locked box, record the bag number that is printed on the bag on their Transportation Duty Log, along with the time of pick up. The deputy will transport the bag to the facility assigned on their route. The bag will be placed in the RX locked box immediately upon arrival and log the time the bag was placed in the RX locked box on their Transportation Duty Log.
 - B. If there are no red medical bags in the RX locked boxes, the transportation deputy will log the time the RX locked box was checked and note that there were no bags to transport on their Transportation Duty Log.