

DATE:	MAY 9, 2022
NUMBER:	I.45
SUBJECT:	INCARCERATED PERSONS HOSPITALIZATION AND GUARDS
RELATED SECTIONS:	I.47 ; I.51 ; I.57 ; I.93 ; M.38 ; Q.43 ; SDSD P&P 6.46; MSD M.6

PURPOSE

To standardize the processing of hospitalized incarcerated persons and manage the assignment of guards.

POLICY

It is the policy of the Sheriff's Department to coordinate the hospitalization of any incarcerated person in the custody of the Sheriff. Pre-arraignment, hospitalized persons 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 person 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 incarcerated persons in the custody of the Probation Department, the DSB will assume hospital guarding responsibilities for juvenile incarcerated persons 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 individual to determine the appropriate number of deputies to guard the individual.

For those incarcerated persons admitted to the **Safety/Security Interests - 7922.000** Hospital Guard Unit (HGU), the HGU control deputy is responsible for maintaining entries in the Jail Information Management System (JIMS) that reflect the names and booking numbers of all hospitalized incarcerated persons admitted into HGU.

The central/processing sergeant at each facility will enter admissions, room changes, discharges and other information into the hospital log for any incarcerated person housed at their facility being treated at any local hospital, except for those admitted into HGU. The central/processing sergeant will notify the on-duty Detentions Processing Supervisor (DPS) of any HGU admission.

PROCEDURE

I. ARRESTS BY THE SHERIFF'S DEPARTMENT

- A. After confirming the individual 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 the individual
 2. Date of birth of the individual
 3. Criminal charges
 4. Name of hospital and room number
- B. The watch commander will provide the person's information to the Jail Population Management Unit (JPMU). The JPMU deputy will review the person'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 person's custody/risk levels to determine the appropriate security for the person 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 person'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 person can be arraigned to comply with California Penal Code section 825.
 2. If the person 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 person 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 person'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 person.
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 incarcerated person 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 person is discharged from the hospital prior to arraignment, the guarding deputy will transport the person, J-15 form and property bag to the appropriate booking facility and process the person into the facility (i.e., "book" the arrestee). The SDCJ processing sergeant will be notified of the incarcerated person'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 person's discharge from the hospital and booking into Sheriff's custody.

F. The deputy guarding the person shall:

1. Remain within sight of the person 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 person is not possible, the deputy shall advise the respective watch commander or designee.
 - b. Removal or adjustment of restraints for medical procedures may be done at the request of the physician and the concurrence of a deputy.
 - c. "Max Cuffs" (Nylon Flex Cuffs) or "The Grip Restraint Device" as temporary restraints during medical procedures shall be utilized in compliance with DSB P&P I.93.
 - d. The transition from one restraint means to another will be done so the incarcerated person is constantly restrained. At no time during this transition will the incarcerated person be free of restraints.
 - e. For use of restraints on pregnant incarcerated persons, 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 person until arraignment and remand to the custody of the Sheriff. Once the person 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 incarcerated person 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 person's name and custody information in the hospital log. The watch commander at the Vista Detention Facility (VDF) will be notified of persons who require movement to HGU.

- 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 incarcerated person'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" incarcerated persons shall be guarded by at least two deputies while hospitalized.
- D. Female incarcerated persons hospitalized for OB/GYN treatment shall be guarded by a female deputy. If the incarcerated person is not housed in the HGU, Las Colinas Detention and Reentry Facility (LCDRF) is responsible for providing a female deputy to guard the incarcerated person .
- E. For procedures on guarding pregnant incarcerated persons, refer to DSB P&P M.38.
- F. The watch commander or designee at the incarcerated person's housing facility shall ensure:
 - 1. Deputies are scheduled to guard the incarcerated person 24 hours per day. If sufficient coverage cannot be located, other facilities may be queried with any overtime costs charged to the incarcerated person's housing facility.
 - 2. JIMS is updated by sworn staff to indicate the incarcerated person is admitted to a hospital.
 - 3. Facility medical staff is notified of the hospital admission.
 - 4. The respective housing deputy secures the incarcerated person's module property in their housing area.

IV. ADMITTANCE TO HGU

- A. Only those incarcerated persons admitted and stable for transport will be accepted into the HGU. HGU deputies will not be utilized to guard an incarcerated person in the emergency department (ED) at any hospital without prior approval from the VDF watch commander.
- B. The transporting deputy will notify the HGU control deputy and provide the following information:
 - 1. Full name of incarcerated person,

2. Booking number,
 3. Name of transferring hospital.
- C. For those persons admitted into the HGU, the operational layout may prevent the deputies assigned to the unit from being in constant supervision of the person due to being a secure hospital unit.
- D. The originating facility is responsible for delivering the incarcerated person's module property to HGU for proper storage. Incarcerated person custody records and personal property will be sent to VDF for proper filing and storage.
- E. For procedures on guarding pregnant incarcerated persons admitted to HGU, refer to DSB P&P M.38.
- F. Out-patient Procedures
1. incarcerated persons 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 incarcerated person to the HGU.
 2. The HGU will provide security for the incarcerated person overnight.
 3. It will be the responsibility of the incarcerated person's housing facility to arrange a hospital guard deputy for their incarcerated person during the scheduled procedure.
 4. Once the incarcerated person is discharged from the procedure, the hospital guard/transport deputy will transport the incarcerated person back to their assigned facility.
- G. If an incarcerated person is released from the custody of the Sheriff while admitted and/or hospitalized at HGU, the DPS will notify the VDF 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 incarcerated person's custody record and the second copy will be given to the DPS together with the incarcerated person's custody record.
 2. The DPS or designee will fax a copy of the J-67 form to the TCMC admission's department at Phone number - 7922.000, the TCMC case manager at Phone number - 7922.000 and the Sheriff's medical case manager at Phone number - 7922.000
 3. Release procedures will be followed as outlined in section V.C of this policy.

Once an incarcerated person is released from the custody of HGU, they will be transferred from the unit by the HGU deputies and reassigned to a non-secure room off the floor.

V. CHANGES IN CUSTODY

- A. When a hospitalized incarcerated person 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 incarcerated person 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 incarcerated person'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 incarcerated person's custody record and the second copy will be given to the DPS along with the incarcerated person'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 incarcerated person 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 incarcerated person's account is loaded onto a debit card and attached.
 - c. The deputy will take the packet to the hospital and obtain the incarcerated person'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 affected facility's central/processing sergeant will be immediately notified of the incarcerated person'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 incarcerated person's housing facility of any changes in the custody status of a hospitalized incarcerated person.

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 incarcerated person and coordinate with a JPMU deputy for the incarcerated person's return to an appropriate housing unit. All hospital records for the incarcerated person will be given to the facility medical staff.
- C. The affected facility's central/processing sergeant will make the appropriate notations in the hospital log as to the disposition of the incarcerated person, including the date and time of discharge.
- D. The housing deputy will be notified to retrieve the incarcerated person's personal property held in safekeeping.
- E. Detentions Processing Division 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. SDCJ is responsible for the hospitals in the downtown areas (e.g., UCSD Medical Center - Hillcrest, Jacobs Medical Center, Scripps Mercy Hospital – San Diego, Scripps Memorial Hospital - La Jolla)
 - 2. LCDRF is responsible for the hospitals in the East County area (e.g. Sharp Grossmont Hospital)
 - 3. George Bailey Detention Facility is responsible for the hospitals in the South County area (e.g., Sharp Chula Vista Medical Center and Scripps Mercy Hospital - Chula Vista)
 - 4. VDF is responsible for the hospitals in the North County area (e.g., TCMC and Palomar Medical Center - Escondido).
- 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.

VIII. 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:
1. Battery Charger
 2. Extra Battery
 3. Spit Masks (2)
 4. Leg and Waist Chains
 5. Max Cuffs (6)
 6. Handcuffs
 7. Safety/Security Interests - 7922.000
 - 8.
 9. Grip Restraint (in selected bags according to the number assigned to the facility)
- D. Each facility will develop a facility green sheet for the inventorying and deployment of the "Go Bags."
- E. Extra Max Cuffs and Grip Restraints are available at UCSD and TCMC.
1. UCSD: Restraints are located in a secured box within the MRI room. The secured box can be accessed Safety/Security Interests - 7922.000
 2. TCMC: Restraints are located in a locker within the HGU and can be accessed by calling the HGU control deputy.