



Hospital Incarcerated Persons

Reference Sheriff's Policy and Procedure sections Q.43 Court Ordered Hospitalization and I.45 Incarcerated individual Hospitalization and Guards

It is the policy of the Sheriff's Department to coordinate the hospitalization of any incarcerated individual in the custody of the sheriff and to provide any necessary guard. Pre-arraignment, hospitalized incarcerated individuals, regardless of arresting agency, are not booked. It is the responsibility of the arresting agency to arrange for the arraignment of their hospitalized incarcerated individual and to provide security until the arraignment is conducted.

For those pre-arraignment hospitalized incarcerated individuals arrested by a Sheriff's deputy, the Detention Services Bureau assumes the guarding responsibilities at the hospital, but the incarcerated individual is not booked until after arraignment. Once arraigned and remanded to the custody of the Sheriff, the appropriate booking facility books the incarcerated individual in absentia and assumes the necessary guarding responsibilities.

The San Diego Central Jail Watch Commander or designee is responsible for maintaining the hospital log that reflects the names and booking numbers of all hospitalized incarcerated individual guarded or not.

HOSPITAL INCARCERATED PERSONS ARRESTED BY SHERIFF'S DEPARTMENT

Incarcerated individuals admitted to a hospital are arraigned before they are booked into a detention facility. If an arrest is made by the Sheriff's Department, the arresting deputy ensures the completed Booking Intake/Personal Property Inventory (form J-15), and property bag are delivered to the Detention Services Bureau deputy or contract guard at the time they relinquish custody of the incarcerated individual. These items remain at the hospital and are delivered to the booking facility after arraignment and once the incarcerated individual is remanded to Sheriff's custody.

Upon receipt of the J-15, the incarcerated individual is booked in absentia and the name of the hospital is entered in the Booking Maintenance notes section.

Following arraignment, the booking facility dispatches a deputy to the hospital to complete the in absentia booking process, (i.e., fingerprints, photos and necessary information to complete the booking process).

HOSPITAL INCARCERATED PERSONS ARRESTED BY OTHER AGENCIES

All arresting agencies other than the Sheriff's Department are responsible for guarding their hospitalized incarcerated individual until arraigned and remanded to the custody of the Sheriff.

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Once the incarcerated individual is remanded to the custody of the Sheriff, the local agency telephones the watch commander at the appropriate booking facility and provides the following information:

- Full name of individual
- Date of birth
- Criminal charges
- Name and location of hospital

The agency arranges for delivery of the Booking Intake/Personal Property Inventory (form J-15) and property bag to the booking facility. Once the J-15 and property bag are received, the watch commander dispatches a deputy or guard to assume custody and dispatches a deputy to complete the in absentia booking process (i.e., fingerprints, photos and necessary information to complete the booking sheet).

IN CUSTODY INCARCERATED PERSONS ADMITTED TO HOSPITAL FROM SHERIFF'S DETENTION FACILITY

When an incarcerated individual is transported from a detention facility to a hospital and is hospitalized in excess of 48 hours, a Superior Court Order is obtained pursuant to California Penal Code section 4011. If an incarcerated individual is retained longer than 48 hours at a hospital, the secretarial staff at the detention facility prepares an Affidavit Form; Court Order Form and the Watch Commander obtains a judge's signature. The original order is filed in the incarcerated individual's custody record.

IN CUSTODY STATUS ON HOSPITALIZED INCARCERATED PERSONS

When a hospitalized incarcerated individual is booked on a new case or has a change in custody status, the detention processing technician making the changes will notify the watch commander. When an incarcerated individual is discharged from the hospital and is returned to a Sheriff's facility, the detentions processing staff is notified to update booking information.

HOSPITAL INCARCERATED PERSON RELEASED FROM SHERIFF'S CUSTODY

When an incarcerated individual is released from Sheriff's custody while hospitalized at UCSD, the Detention Processing Supervisor (DPS) will notify the processing sergeant of the pending release. The DPS will authorize a technician to complete the online Hospital Hold Release (form J-67) and print two copies. The original and one copy are taken to the hospital. The second copy is faxed **to the Sheriff's Medical Case Management Office at (858) 974-5737 and the USCD Admissions desk at (619) 543-7797.**

A packet is prepared for the assigned deputy to take to the hospital, which includes:

- final release reports
- the original J-67 form
- a copy of the J-67 form
- any money on the incarcerated individual's account

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- the incarcerated individual's personal property bag
- the Property and Funds Receipts and any additional paperwork

A deputy is assigned to take the packet to the hospital and obtain the incarcerated individual's signature where required. A signed copy of the J-67 form is left at the nurse's station. The signed original is provided to the on-duty nurse for signature. All signed documents are returned to the facility DPS. The signed J-67 form is filed in the incarcerated individual's custody record.

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