



UNITED STATES GOVERNMENT
Federal Bureau of Prisons
Federal Medical Center
3301 Leestown Road
Lexington, Kentucky 40511-8799

November 9, 2011

MEMORANDUM FOR DEBORAH A. HICKEY, WARDEN

FROM:


J. A. Petersen, HRM
FMC Lexington, KY

SUBJECT:

Medical Trips

Management and the Union met in the Warden's Conference Room on Wednesday, November 9, 2011. The purpose of the meeting was to find a mutually agreeable solution to resolve the number of back logged medical trips.

The following individuals were in attendance:

AFGE Local #817

William Stamper, President
William Thompson, 1st Vice President
Angel Stinnett, Fair Practices Coordinator

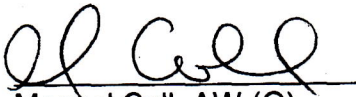
Management

H. L. Small, AW(P), Chairperson
D. K. Williams, AW (O)
Manuel Coll, AW (CP)
J. A. Petersen, HRM
Paul Adams, Acting Captain
Freddy Garrido, HSA
Bryan Warren, CP Lt.
Traci Mullins, Medical Records Administrator

The following plan of action was prepared by management and the union:

1. The three Correctional Services staff that were on temporary loan to facilities be brought back to custody as Medical Trip Officers.
2. The Administrative Lieutenant assume the additional responsibility of Clinical Programs Lieutenant during the current shortage of Lieutenants.
 - a. The CP Lt. will also determine the number of Wackenhut Staff needed on a daily basis and report those needs to the Wackenhut supervisors for scheduling.

3. Inmates will be placed on callout, by Medical Records, the day prior. The callout will inform the inmate to report to the Central Clinic at the designated time. The inmate(s) will then be escorted to R&D area, by Medical Records staff, and turned over to the Medical Trips Officer. This procedure will expedite the locating and processing of the inmate(s) to ensure trip times and appointments are met.
4. Prior to departing on the medical trip, the Medical Trips Officer and one staff member from R&D will positively identify the inmate(s) and ensure all paperwork is in order. The need for a Lieutenant to identify the inmate is no longer mandatory.
5. In the event of an emergency medical trip, the Operations Lieutenant will pull armed escort qualified staff from extras on the custody roster, other departments and supervisory/managerial staff. All efforts will be made not to pull the Medical Trips Officers, unless they are not assigned medical trips during that time frame.
6. Supervisors/Managers that are armed escort qualified may be utilized to augment the Medical Trips Officer's, as a last resort, to ensure that scheduled medical trips are not cancelled.
7. Medical Records will make every attempt, when scheduling, to keep the daily trips at such a number as to reduce the back log without exceeding the number of staff available to serve as Medical Trips escort.


Manuel Coll, AW (O)
Chairperson


William Stamper, President
AFGE Local 817