

SUPERVISION OF HOSPITALIZED INMATES

STANDARD NO(S):

NYSSA #146

DATE:

April 05, 2010

REFER TO:

Michael D. Dwello

I. OBJECTIVE:

To ensure all Correction Officers work closely with hospital staff to ensure that inmate medical needs are met without compromising security.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to maintain the appropriate level of security necessary to ensure officer safety, the safety of the public and the safe custody of a hospitalized inmate.

III. DETAILS:

A. Transport Preparation

1. Security coverage will be determined by the Chief Administrative Officer or the Shift Supervisor.
2. The degree of security will be determined by the following factors:
 - a. Crime/Past Crimes
 - b. Notoriety of the Inmate
 - c. Disciplinary Record
 - d. Sentence Status
 - e. Previous Escapes/Attempted Escapes
 - f. Physical or Mental Condition
 - g. Medical Prognosis
 - h. Location of Hospital
3. Security options will be based on the security factors listed in number 2 above. The security options for transport to the hospital and guard duty at the hospital will be as follows:
 - a. One Correction Officer – Armed – Same Sex
 - b. Two Correction Officers – One Armed/One Unarmed – One Officer Same Sex
 - c. Two Correction Officers – Both Armed – One Officer of the Same Sex

4. Coverage will be as follows:

- a. Minimum Security - 3. (a.)**
- b. Medium Security – 3. (b.)**
- c. Maximum Security – 3. (c.)**

B. Emergency Transport by Ambulance

- 1. When it is necessary to transport an inmate to the hospital by ambulance, the Shift Supervisor or Central Control will notify the 911 Center to dispatch an ambulance.**
- 2. One assigned officer will travel in the ambulance with the inmate. If there is objection to this by the ambulance crew, the Shift Supervisor will be contacted to authorize travel to the hospital by the accompanying officer in a vehicle tailing the ambulance.**
- 3. When an inmate is transported by ambulance, they will be handcuffed and shackled, unless otherwise authorized by the Shift Supervisor.**

C. Inmate Admitted to the Hospital

- 1. Upon notification from hospital staff that an inmate is going to be admitted, the accompanying officer will contact the facility to advise the Shift Supervisor.**
- 2. The Shift Supervisor will in turn notify the Correction Lieutenant or Chief Administrative Officer.**
- 3. If any further documentation is required by the hospital staff, the Shift Supervisor will insure that it is provided to them via FAX or transport.**
- 4. The Shift Supervisor will make notification to the “emergency contact” person identified by the inmate upon their initial admission to the facility. The Shift Supervisor will release only relevant information regarding the inmate’s status.**

D. Officers Log at the Hospital

- 1. The Shift Supervisor will arrange for transport to the hospital of the “Hospital Log Book”. This will be a bound ledger with numbered pages. It will be labeled and will be kept in the Sergeants Office when not in use. Every effort will be made to have said logbook accompanying the officer when the inmate is first sent to the hospital.**
- 2. The officer(s) on the hospital detail will make log book entries as follows:**
 - a. Fifteen (15) minute supervisory checks**
 - b. All activities in the inmate’s room**
 - c. All unusual incidents**

E. Contact with the Facility

1. Officers assigned to duty at the hospital will telephone the Shift Supervisor to report:
 - a. Status twice during their shift, including initial room and floor location of the inmate
 - b. Any unusual occurrence
 - c. Whenever they question any situation
 - d. Immediately when the inmate is moved to another room
2. The Booking Officer or Central Control will forward any received phone calls from officers assigned to hospital duty to the Shift Supervisor.

F. Officer Duties at the Hospital

1. All officers will report for duty on time and present a clean, neat, and well groomed appearance at all times.
2. Officers assigned to hospital details will maintain a high degree of alertness.
3. Officers will conduct themselves in a manner appropriate to a hospital setting.
4. Officers will maintain a cooperative and understanding demeanor at all times with members of the hospital staff.
5. Officers will introduce themselves to hospital staff working the unit.
6. Officers will pass on to their relief all special instructions and other necessary information.
7. All officers will make themselves aware of exits and entrances to the inmate's room and to the general area.
8. Officers will post themselves in a position that permits an unobstructed view of the inmate and the hallway leading to the room.
9. Each officer will check the room for security risks such as objects or equipment that could be used as weapons or to assist with an escape. Officers will also be vigilant in their observation to prevent unauthorized medications, drugs, hypodermic needles, syringes and other contraband from being introduced into the area.
10. Officers will not allow an inmate to pass from view under any circumstance.
11. Due to certain procedures that take place in a hospital, the officer assigned to the security detail will be of the same sex.

G. Needed Equipment

1. Each Officer will have all equipment required with the daily uniform including a freshly charged portable radio and a handcuff key.
2. A pair of shackles.
3. An extra set of handcuffs and shackles for emergency purposes.
4. Minimum and medium security inmates will not be secured to the bed unless the officer determines it is necessary. Maximum security inmates will be secured to the bed.

5. The hospital log book.
6. A hand held metal detector.

H. Telephones and Visits at the Hospital

1. There will be no incoming phone calls to the inmate.
2. Any request for an outgoing phone call by an inmate will be authorized by the Shift Supervisor, Lieutenant or the Chief Administrative Officer.
3. Visits will be considered for inmates staying longer than five (5) days in the hospital. Any visit will be approved by the Shift Supervisor, Lieutenant or the Chief Administrative Officer. Visits will be during normal hospital visiting hours and will not exceed two (2) one (1) hour visits a week. Visitors will be scanned with the hand held metal detector and purses, bags, cases, etc. will be searched before entering the room.
4. An inmate's mail will be held at the facility until their return, unless the inmates stay exceeds five (5) days. Legal mail received will be taken to the inmate by the next officer assigned to do the hospital detail.
5. A family member may make arrangements for the television to be turned on in the inmate's room, with the cost being incurred by the family member.
6. Attorney visits will be acceptable and will not count against the inmate's regular visits.

I. Hospital Emergency Action

1. When a hospital emergency occurs, officers will follow the instructions of authorized hospital staff. Under no circumstances will the inmate be out of sight of the officer. The officer will notify the facility of the emergency as soon as possible.
2. As a rule, most inmates will be treated at Geneva General Hospital. The hospital may require that an officer be in the operating room during any procedures. If an officer does not feel that they can tolerate this, they should advise the Shift Supervisor.