

POLICY AND PROCEDURES

NUMBER: 1318

SUBJECT: Emergency Movement to the Hospital

ACA STANDARDS: 4-ALDF-1B-06; 4C-05, 08; 4D-08, 15, 20, 27

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 8/99, 4/06,
11/13, 11/14, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall ensure the efficient movement of inmates to hospitals, while maintaining the security and custody of the inmate(s) and the safety of the general public.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections Officers and Corrections Medicine staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. The Corrections Medicine staff or the Watch Commander, or the Transportation Supervisor, if the Corrections Medicine staff is not available, will make the decision as to whether Master Control Officers will contact paramedics by calling 911.
2. The Watch Commander or the Transportation Supervisor will ensure he/she makes a copy of the inmate's booking sheet and receives the proper information and paperwork from the Corrections Medicine staff, which will include:
 - a. Inmate's name and housing location
 - b. Consultation Form, (See Attachment #1) or Tertiary Form, (See Attachment #2)

- c. Refusal Form, (See Attachment #3).
3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

NOTE: The Watch Commander or Transportation Supervisor has the authority to contact the police department and request a police escort any time an inmate on the "Hot Sheet" is transported outside of the secure perimeter.

4. The Corrections Officers escorting the inmate will receive the paperwork from the Watch Commander or Transportation Supervisor which will include:
- a. Trip Ticket, (See Attachment #4)
 - b. Medical paperwork, (mentioned in Section A-2-b and c of these procedures)
 - c. Copy of the inmate's booking sheet.
5. In case a hospital post is established, the officers will ensure that the correct restraints and other equipment are taken to the hospital. (See Policy #1317 Hospital Post)
6. The Corrections Medicine staff will inform the Corrections Officers in writing of any special instructions prior to departing with the inmate. If these instructions are not followed by the hospital staff, the following will occur:
- a. The Corrections Officers will inform the Watch Commander or the Transportation Supervisor that the hospital staff refused to comply with the special instructions.
 - b. The Watch Commander or the Transportation Supervisor will inform the Corrections Medicine staff of the situation.
 - c. The Corrections Medicine staff will contact the on-call doctor and inform him/her that the hospital is not following the special instructions.

- d. The on-call doctor will contact the doctor at the hospital and inform him/her as to why the special instructions need to be followed.
 - e. When the doctors have concluded their conversation, the Corrections Officers will be informed as to whether the special instructions will be followed.
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 8. The Corrections Officers will refer to the general duties of Policy #820 Transportation of Inmates to Other Agencies/Special Details.
 9. The Corrections Officers will properly place restraints on the inmate according to his/her injuries and/or if the inmate is on the Hot Sheet. (See Policy #824 Use of Restraints)
 10. Upon arriving at the hospital emergency room, the Corrections Officer will give necessary paperwork to the hospital medical staff and follow their instructions. The Corrections Officers will also notify the hospital security staff of their arrival. This will be accomplished by communicating with the Hospital Security by using a phone near the inmate and directly informing Hospital security that staff is present in the emergency room, or asking the hospital staff to call the Hospital Security staff to inform them of the arrival of Corrections staff and an inmate.

NOTE: If the hospital's emergency room does not have areas designated for inmates, the Corrections Officers will make all efforts to keep the inmate away from the general public.
 11. The Corrections Officers will not leave the inmate by himself/herself at any time. The inmate will be observed by at least one Corrections Officer at all times.
 12. When the hospital medical personnel requests that restraints be removed due to x-rays, therapy, etc., the Corrections Officers will remove only the necessary restraints and then secure that restraint to the bed or a heavy object.

NOTE: The Corrections Officers will never remove all restraints unless absolutely necessary. If all restraints need to be removed, the officers will ensure there is sufficient back up and that the Hospital Security is notified and/or present, and will notify the Watch Commander or Housing Unit Supervisor.

13. If an inmate becomes combative or in cases of emergency, the Corrections Officers will direct the Hospital Medical staff to inform the Hospital Security staff and/or local police. Corrections Officers will use only the force necessary to restrain the inmate. (See Policy #823 Use of Force)
14. The Corrections Officers will never allow a weapon near an inmate.
15. The Corrections Officers will inform the Watch Commander or Transportation Supervisor of an examination which requires more than a reasonable amount of time to complete, due to complications.

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16. When the hospital medical personnel have completed the examination and treatment of the inmate, the Corrections Officers will ensure they receive all the paperwork including the prescriptions.
17. When the inmate is discharged, the Corrections Officers will escort the inmate to the Justice Services' vehicle and ensure the doors are locked before departing.
18. If the inmate is admitted to the hospital, the Corrections Officers will remain with the inmate to establish a hospital post. (See Policy #1317 Hospital Post)
 - a. The officers will inform the Watch Commander and/or the Transportation Supervisor that a hospital post has been established.
 - b. The Watch Commander will ensure that an officer is sent to relieve the escorting officer(s).

19. Upon returning to the Justice Center from the hospital, the Corrections Officers will give all medical paperwork and medications to the Corrections Medicine staff.
20. All other paperwork will be given to the Watch Commander or the Transportation Supervisor.
21. At some hospitals, officers will be required to secure their weapons in gun lockers provided.

B. Inmate Refusals

1. When the inmate's condition is not deemed life threatening and an inmate refuses to be sent to the hospital's emergency room, the Corrections Medicine staff will have the inmate sign a Refusal Form. (See Attachment #3) If the inmate refuses to sign the Refusal Form, two (2) staff will complete and witness the form.
2. When the inmate refuses treatment at the hospital's emergency room, the Corrections staff will not return the inmate to the Justice Center until the following has occurred:
 - a. The Corrections Officers will inform the Watch Commander or the immediate supervisor that the inmate refuses treatment.
 - b. The Watch Commander or immediate supervisor will notify the Corrections Medicine staff of the situation.
 - c. The Corrections Medicine staff will contact the on-call doctor.
 - d. The on-call doctor will contact the attending doctor at the hospital concerning the inmate's condition.
 - e. If the doctors determine that the inmate's medical condition is not life threatening and the Corrections Medicine staff at the Justice Center are able to care for the inmate, then the inmate will be returned to the Justice Center.
 - f. The Corrections Medicine staff at the Justice Center will inform the Watch Commander or the immediate supervisor of the decision.
 - g. The Watch Commander or immediate supervisor will then inform the Corrections Officers to have the inmate sign the

Refusal Form and return the inmate to the Justice Center or have the inmate admitted to the hospital.

3. If the inmate refuses medical treatment, the doctors may direct that all options of verbal communication, including using Justice Center Corrections Medicine staff and the hospital's medical staff be used to urge the inmate to receive the medical treatment.
4. A competent inmate who refuses medical care, life threatening or not, will not be treated. The officers will ensure the refusal is in writing and signed by the inmate. If the inmate refuses to sign the Refusal Form, the officers assigned to escort the inmate will complete and witness the form

NOTE: Even though a competent inmate refuses treatment, the inmate may still be admitted to the hospital based upon the decision of the doctors, due to the inability of the Corrections Medicine staff to treat the inmate.

5. An inmate who has a mental disorder and refuses medical treatment for a life threatening condition will be treated differently.
 - a. The matter will be referred to the County Counselor's office to obtain a court order authorizing consent for medical treatment.
 - b. When the condition is life threatening and there is no time to contact the County Counselor's office, the inmate will be taken to the hospital immediately.
 - c. When there is a question about an inmate's competence, the matter will be referred to the County Counselor's office for an official opinion.
6. Officers will not return an inmate to the Justice Center until the Corrections Medicine staff are able to care for the inmate. This determination will be made by the Corrections Medicine staff in consultation with the on-call doctor.

C. Use of Paramedics/Ambulance

1. When Master Control is directed by the Corrections Medicine staff, the Watch Commander or the Transportation Supervisor to call an ambulance due to an emergency, only 911 will be called.

NOTE: Do not call an ambulance service for an emergency.

2. The Watch Commander or the immediate supervisor will ensure an officer is in the vehicle sally port to guide and/or assist the paramedics to the location of the injured or sick inmate.
3. All inmates not involved with the emergency situation will be removed from the area for the safety and security of the paramedics.
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6. Whenever medically possible, the inmate will remain in the ambulance until the facility vehicle following the ambulance arrives at the hospital's emergency room. If it is not medically possible for the inmate to remain in the ambulance, the Corrections Officer will ask a paramedic to call for Hospital Security to assist in escorting the inmate until the arrival of the officer(s) in the facility vehicle.
7. Upon arriving at the hospital, the officer(s) in the facility vehicle will park the vehicle near the emergency room entrance and assist in escorting the inmate into the hospital emergency room.
8. When the inmate is secured in the emergency room, an officer will park the facility vehicle as close to the emergency room as possible. If there is designated parking for law enforcement vehicles, that location will be utilized.

NOTE: Unless directed by Hospital Security, do not park the vehicle illegally or in an unauthorized area.

D. Use of a Justice Services' Vehicle to Transport an Inmate

- [1. Upon the approval of the Corrections Medicine staff and/or the paramedics, the Corrections Officers will use a Justice Services

van that is designated to transport the inmate to the hospital's emergency room. A sedan may be used in the van is not available.]

2. The Corrections Officers will obey all traffic laws while transporting the inmate to the hospital's emergency room.
3. Upon arriving at the hospital's emergency room, the Corrections Officers will follow the instructions as in Section C-7 and 8 of these procedures.