

POLICY AND PROCEDURES

NUMBER: 1319

SUBJECT: Inmate Transport to Community Clinics

ACA STANDARDS: 4-ALDF-1B-06; 4D-08

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 4/06, 11/13



I. POLICY

The St. Louis County Department of Justice Services shall arrange the transfer of inmates to community clinics, while maintaining the security and custody of the inmates and the safety of the general public.

II. RESPONSIBILITIES

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

IV. PROCEDURES

A. General Information

1. The Corrections Medicine staff will schedule the appointments for inmates at community clinics as required by health conditions.
2. The Corrections Medicine staff will submit the necessary medical paperwork to the Transportation Clerks prior to the inmate's scheduled appointment. The medical paperwork will include the following:
 - a. Consultation Form, or a Tertiary Health Care Services Form,
 - b. Refusal Form,.

3. Depending on the inmate's classification, 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.
4. The Transportation Dispatch Officer will check the Hot Sheet. If the inmate's name appears on the Hot Sheet, the Transportation Dispatch Officer will notify the Corrections Medicine staff and the Transportation Officers escorting the inmate to the community clinic. (See Policy #821 Inmate Conflict/Hot Sheet List)
5. The Transportation Officers escorting the inmate to the community clinic will receive all the information and paperwork from the Transportation Dispatch Officer, which will include:
 - a. Inmate's name and housing location
 - b. Trip Ticket
 - c. Medical paperwork.
6. The Corrections Medicine staff will give the Transportation Officers a written copy of any special instructions from the doctor, prior to departing with the inmate. If these instructions are not followed by the clinic's medical personnel:
 - a. The Transportation Officer will inform the Transportation Supervisor or designee that the clinic's medical personnel refused to, or are unable to comply with the special instructions.
 - b. The Transportation Supervisor or designee will inform the Corrections Medicine staff of the situation.
 - c. The Corrections Medicine staff will contact the doctor on-call and will inform him/her that the clinic's medical staff is not following the special instructions.
 - d. The doctor on-call will contact the medical personnel at the clinic and inform them of the reasons for the special instructions and will determine if the medical personnel can or will comply with the special instructions.

- e. The doctor on-call will notify the Transportation Officers of the decision. If the special instructions will not or can not be followed, the doctor will instruct the officers of any new instructions.
 - f. The Transportation Officers will inform the Transportation Supervisor or designee of the decision and of any new instructions from the doctor on-call.
7. The Transportation Officers will obtain a vehicle from the parking garage.

NOTE: Vehicles stationed in the Vehicle Sally port will not be used unless it is an emergency situation.

8. The Transportation Officers will comply with the general duties of Policy #820 Transportation of Inmates to Other Agencies/Special Details.
9. The Transportation Officers escorting the inmate to a clinic will restrain the inmate according to the inmate's classification and/or injuries. (See Policy #824 Use of Restraints)
10. Upon arriving at the clinic, the Transportation Officers will direct the inmate to complete the registration process. The Transportation Officers may need to assist the inmate, if the inmate is unable to complete the registration process.
11. After the inmate is registered at the clinic, the Transportation Officers will submit the necessary paperwork to the appropriate medical personnel.
12. The Transportation Officers will escort the inmate to the waiting room designated for inmates. If the clinic has no waiting area for inmates, the officers will ask the medical personnel where the inmate may be placed to avoid the general public.
13. The Transportation Officers will not leave the inmate by himself/herself at anytime. The inmate will be observed by an officer at all times.
14. When the clinic's medical personnel requests that restraints be removed due to x-rays, etc., the Transportation Officer will only remove the necessary restraints and then secure that restraint to the bed or a heavy object.

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15. If an inmate becomes combative, or in cases of emergency, the Transportation Officers will ensure the clinic security personnel is notified. Officers will only use the amount of force necessary to restrain the inmate. (See Policy #823 Use of Force)
16. If the inmate communicates in any way to a staff member, the possibility of escape or other types of disturbances before or during a scheduled appointment, the appointment may be canceled and/or scheduled for another time and/or clinic. The Transportation Supervisor and the Corrections Medicine staff will be notified immediately.
17. The Transportation Officers will never allow a weapon near the inmate.
18. The Transportation Officers will not allow the general public to visit with the inmate.
19. The Transportation Officers will inform the Transportation Supervisor of an examination which requires more than a reasonable amount of time to complete, due to complications.
20. When the clinic's medical personnel have completed the examination and treatment of the inmate, the Transportation Officers will receive all necessary paperwork, including the prescriptions.
21. If the clinic has a pharmacy, one of the Transportation Officers will have the prescription filled at the Pharmacy. The other officer will remain in the examination room with the inmate or escort the inmate to the original waiting room.
22. When the inmate is discharged from the clinic, the Transportation Officers will escort the inmate to the facility vehicle and ensure the doors are locked before departing.
23. If the inmate requires admission to a hospital, (See Policy #1317 Hospital Post) the Transportation Officers will transport the inmate to a hospital and:

determination will be made by the Corrections Medicine staff in consultation with the on-call doctor.

C. Use of an Ambulance

1. If it is necessary for an inmate to be transported to a community clinic by ambulance per the instructions of the Corrections Medicine staff, the Transportation Supervisor or designee will ensure an ambulance service is called to transport.

NOTE: When an ambulance service is called they will be notified by the Transportation Clerk or the Corrections Medicine staff that the transport is not an emergency.

2. The Transportation Supervisor or designee will ensure an officer is in the Vehicle Sally port to guide the ambulance service employees to the inmate's location.
3. All inmates other than the inmate with the scheduled appointment will be secured for the safety of the ambulance service employees. This may include securing all inmates in their cells in a housing unit or ensuring all inmates are in holding cells in the Transportation Staging area.
4. On some appointments one (1) Transportation Officer will remain with the inmate in an ambulance and the other officer(s) will follow the ambulance in a facility vehicle.

NOTE: Transportation Officers following an ambulance in a facility vehicle will obey all traffic laws. The inmate will remain in the ambulance until the facility vehicle following the ambulance arrives at the Community Clinic.

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6. Upon arriving at the clinic the Transportation Officer(s) in the facility vehicle will park the vehicle as close to the entrance as possible and will utilize parking spaces for law enforcement vehicles, if available.

NOTE: Do not park the vehicle illegally or in an unauthorized area unless directed by the community clinic's security staff.