

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 10.08 <b>PAGES:</b> 1 of 5
	<b>RELATED ORDERS:</b> ACA 4-ALDF-4C-09 P.C. 4011.6 P&P 10.01
	<b>ISSUED DATE:</b> June 1, 1992
	<b>REVIEW DATE:</b> September 7, 2016
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<b>CHAPTER:</b> Post Orders	<b>SUBJECT:</b> Medical Unit Security Deputy Post Order

- I. **PURPOSE:** To describe the duties of the deputies assigned to provide security for the medical staff and unit.
- II. **POLICY:** Deputies assigned to provide security for the Out-Patient Housing Unit (OPHU), Clinic and related functions will be responsible for the security of the unit, and equipment, the safety of medical staff, and supervision of inmates receiving medical attention.

### III. PROCEDURE:

#### A. MEDICAL UNIT DUTIES:

1. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
2. Ensure the security of the medical equipment and the physical safety of all members of the medical staff.
3. Keep all doors locked, including where inmates sleep or are awaiting treatment.
4. Complete a thorough search of the area for contraband at the beginning of each shift.
5. Ensure the security, safety and cleanliness of the Clinic and OPHU areas, daily. Cleaning needs will be referred to the janitor on duty.
6. Ensure only inmates authorized to be in the Clinic/OPHU are permitted to enter the area.
7. Supervise inmates in the OPHU/Clinic area.

8. If a male deputy needs to enter a room where a female inmate is located, it is necessary to follow the guidelines below, except in life-threatening situations:
    - a. Have a female deputy accompany him
    - b. Have a nurse or doctor accompany him
  9. Isolate an inmate who is suspected of having contraband (i.e., scissors, needles, etc.):
    - a. Get at least one deputy to assist
    - b. Move the inmate to an empty room, if possible (i.e., another holding cell)
    - c. Thoroughly search the inmate.
  10. Never aid in the treatment of an inmate except in a life-threatening situation (i.e., heart failure).
  11. Never hand, give, or help administer medication to an inmate.
  12. Respond to alarms and requests for assistance in the Clinic/OPHU areas.
  13. Ensure inmates are not disruptive or cause difficulties in the Clinic/OPHU areas.
  14. Report to the appropriate on-duty sergeant.
  15. Maintain a permanent log (Redbook) to record routine information, emergency situations and unusual incidents.
  16. Perform other duties as assigned.
- B. OUT-PATIENT HOUSING UNIT DUTIES:
1. Do not leave the OPHU until properly relieved.
  2. Supervise visiting and interviews for inmates housed in the OPHU.
  3. Ensure appropriate general care and custody of inmates housed in the OPHU.
  4. Document daily inmate counts.
  5. Route inmate message requests and mail.
  6. Maintain custody cards and maintain AJIS cards.
  7. Schedule and control inmate telephone usage. Phones shall be removed from cells by 2200 hours, nightly.
  8. When an inmate housed in the OPHU is unable to attend court:

- a. Cancellation must be provided by the medical staff, in writing.
- b. Notify Records of the reason for non-appearance.
9. Order and distribute meals.
10. Ensure OPHU inmates have access to legal materials by request to Inmate Services.
11. Supervise commissary distribution in the OPHU.
  - a. Maintain awareness of dietary restrictions and notify medical staff of any violations prior to distributing commissary
  - b. Maintain control for suicide prevention
  - c. Issue free-line with the approval of medical staff
12. Accompany medical staff on rounds or calls for inmates housed in the OPHU.
13. Conduct the exchange of laundry, linen, and the disposal of contaminated items.
14. When an inmate first arrives in the OPHU, check with **medical staff** to determine if that inmate is medically clear to participate in recreation time.
  - a. If not medically approved, note the date, medical staff's name and put "not clear for recreation time" in the logbook and on the inmate list.
  - b. If medically cleared, contact Classification and get their approval and a housing unit location on where the inmate will have their recreation time. Make a notation of the assigned housing unit, approving Classification Deputy and medical staff in the log book, on the inmate list and on the custody card.
  - c. The dayshift deputy shall contact the housing unit that was designated, so they are aware of the arrangements.
  - d. Monday thru Friday, contact Clinic deputies to arrange transport to/from the housing unit. On the Weekends, contact the ITR Sgt to arrange for transport.
  - e. If the housing unit the inmate is assigned to is locked down, that inmate is also locked down. It shall be noted in the log book.
  - f. If the inmate refuses recreation time, it shall be logged in the log book.
  - g. If at any time it becomes medically necessary to deny the inmate recreation time, it shall also be noted in the log and the assigned housing unit shall be notified.

C. CLINIC DUTIES:

1. Remain in the Clinic/OPHU as long as there are inmates in that area, or until properly relieved.
2. Coordinate with the medical staff a schedule and strategy for each day's medical service.
3. Supervise the movement of inmates in the Clinic/OPHU, ensuring they are not left alone unless locked in a holding cell.
4. Ensure all inmates being seen by **medical** staff are secured in waist chains or other appropriate restraints per P&P4.17.
5. Make certain all pregnant/postpartum inmates are restrained pursuant to P&P13.04 and P&P 4.18.
6. Escort inmates to/from OPHU to assigned housing units for pod/yard time as needed.

D. CRIMINAL JUSTICE MENTAL HEALTH (CJMH) DUTIES:

1. Move inmates from the housing floors/units to the medical floor/unit for interviews with CJMH therapists.
2. Ensure all 4011.6 PC inmates are seen by CJMH as soon as possible.
3. Ensure all inmates being seen by CJMH staff are secured in waist chains or other appropriate restraints per P&P 4.17.
4. Make certain all pregnant/postpartum inmates are restrained pursuant to P&P13.04 and P&P4.18.

E. MEDICAL ROVER DUTIES AT THE GDJ:

1. Assist in moving inmates to and from the medical floor.
2. Provide security for the dentist, psychologist, podiatrist, and X-ray technician.
3. Medical Rover shall also assist CJMH when necessary and assist in any other duties that may arise pertaining to the medical floor.

F. HOT FOOD TEMPERATURE TESTING PRIOR TO SERVING TO INMATES

1. Deputies shall obtain the stick thermometer.
2. Once the deputy believes the food in the re-therm ovens have reached the correct temperature, he/she shall remove one food tray from the oven last filled with food. There is no need to remove a tray from each oven.

3. Using the stick thermometer, the deputy shall take a temperature reading of the food tray to ensure the food has reached 165 degrees. If not, the food shall continue to be heated until it reaches 165 degrees.
4. The food in the tray used for temperature testing shall be discarded.
5. The deputy will clean the stick thermometer with Clorox.
6. The deputy who tested the food temperature shall record their name and the temperature of the food in the red book.
7. If temperature auditing of the food is not done or if the food fails to reach 165 degrees after repeated attempts, the deputy shall notify his/her watch sergeant and prepare a memorandum to the watch commander detailing the circumstances and actions taken.

G. STICK THERMOMETER CALIBRATION:

1. Every Sunday, the deputy shall calibrate the stick thermometer.
2. The deputy shall place the stick thermometer in a cup of ice water. After the stick thermometer has adjusted to the ice water, it will read 32 degrees. If the stick thermometer is not reading correctly, a nut at the base of the thermometer can be used to adjust the thermometer to 32 degrees. This calibrates the thermometer.
3. If the stick thermometer is inoperable, the deputy shall write a memorandum to the Watch Commander documenting the circumstances and requesting a new stick thermometer.
4. If the deputy does not perform the stick thermometer calibration, he/she shall prepare a memorandum to the Watch Commander documenting the reasons why the calibration was not done and the steps he/she has taken or will take to accomplish the necessary calibration of the respective stick thermometer.
5. The deputy's name and the time the calibration was completed shall be recorded in the red book