

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.26	PAGES: 1 of 5
	RELATED ORDERS: P.C 4011.6 P&P 10.01, 13.04	
	ISSUED DATE: September 1, 2000	
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CHAPTER: Post Orders	SUBJECT: Medical Unit OB-GYN Security and Female History & Physical Deputy Post Order	

- I. **PURPOSE:** To describe the duties of the female deputy assigned to provide security for OB-GYN medical staff and the OB/GYN Clinic at the Santa Rita Jail (SRJ).

- II. **POLICY:** Deputies assigned to provide security for the OB-GYN Clinic, female History and Physical (H&P) team and related functions, will be responsible for security of the unit and equipment, the safety of the medical staff and supervision of inmates receiving medical attention.

- III. **PROCEDURE:**
 - A. OB-GYN CLINIC DEPUTIES SHALL:
 1. Have a working knowledge of and comply with all existing post orders, policies, procedures and directives, and specifically Policy and Procedure 13.04, "OB-GYN Clinic-Pregnant and Postpartum Inmates."
 2. Ensure the security of the medical equipment and physical safety of the medical staff.
 3. Coordinate inmate movement to and from the clinic with the housing unit sheriff's technician.
 4. Complete a thorough search of the clinic area each day for contraband at the beginning of each shift.
 5. Ensure only those inmates authorized to be in the clinic are permitted to enter the area.
 6. Supervise all inmates in the OB-GYN clinic area.
 7. Isolate an inmate who is suspected of having contraband and conduct a thorough search.

8. Not aid in the treatment of an inmate, except in life-threatening situations.
9. Not hand, give, or help administer medication to an inmate.
10. Ensure inmates are not disruptive or cause difficulties in the clinic area.
11. Report to the appropriate on-duty sergeant.
12. Maintain a permanent log (Redbook) to record routine information, emergency situations, and unusual incidents.
13. Perform other duties as assigned.

B. ADMINISTRATIVE FUNCTIONS OF THE OB-GYN CLINIC DEPUTY:

1. The OB-GYN deputy shall generate a weekly, quarterly, and annual statistical report of events involving pregnant and postpartum inmates. This report (including terms and definitions) is distributed to the Corizon Health (CHS) Sergeant, the Registered Nurse Practitioner, and the Perinatal Counselor.
2. Categories of statistics gathered include:
 - a. Protocol: The initial interview with the pregnant inmate to determine if clothing and linen were properly issued per Policy and Procedure 13.04 (see attachment).
 - b. Audit: Conducted after the protocol interview (second contact), to confirm that clothing and linen were issued. Problems with food, medical treatment, walks, and clothing are also covered.
 - c. Therapeutic Abortion (TAB): A surgical procedure used to terminate pregnancy. Pregnant inmates are scheduled an appointment to have this procedure performed at clinics in the community. The procedure may take one or two days. Upon their return from the clinic, an overnight stay is required in the Out-Patient Housing Unit (OPHU). The date the procedure is completed will be noted on the audit form and filed under TAB in the (active) file box.
 - d. Birth: The emergence of a new individual from the body of its parent. The date of birth shall be noted on the top of the audit form and filed under births in the (active) file box.
 - e. Ultrasound--A procedure in which pictures are taken of the fetus. Inmates who are scheduled for this procedure will be counted in the statistical report and it will be noted on their audit form.

- f. HCG Test (post booking): May be given to inmates upon their request or the request of medical/jail staff to confirm or rule out pregnancy.
- g. Alameda County Medical Center (ACMC) Run: Denotes an unscheduled appointment for a pregnant inmate. The hospital run usually occurs to rule out pre-term labor, ectopic pregnancy, etc.
- h. OPHU Count: Denotes the number of pregnant inmates in the OPHU for a day. This number can be found on the pregnant diet list (JQSD.04) or by consulting the OPHU deputy's clipboard.
- i. Spontaneous Miscarriage (SAB - spontaneous abortion): Spontaneous expulsion of a fetus before it is viable. The date of SAB shall be noted on the top of the audit form and filed in the (active) file box.
- j. OB-GYN Security Deputy OPHU Visits: Contact should be made with any pregnant inmate who was transferred to the OPHU after OB-GYN clinic hours to ascertain the inmate's status.
- k. Out to Appointment: The data is gathered from the appointment list generated by the housing units where pregnant inmates are housed for EXTERNAL APPOINTMENTS ONLY.
- l. Pregnant Female Average: Data is taken from the pregnant diet list daily. After five days, the totals for each day are added and divided by five, which results in the average.
- m. Pregnant Walk Occurred: The housing unit technician is responsible for writing in the log when pregnant inmates are given their yard/walk time. The minimum requirement for yard/walk is three hours per week.
- n. Releases: Taken from the pregnant diet list and external appointment list daily. Inmates who are no longer incarcerated will have the date of their release noted on top of the form and filed in the light gray inactive file boxes.
- o. Postpartum Inmates: Inmates, who within 4 to 6 weeks have delivered a baby, had an abortion, or miscarriage, in or out of custody. A count is taken per week and these inmates are offered a follow-up exam.
- p. Incidents of the Week/Quarter: Usual and unusual events that are written in the log book each week. These events are noted in the weekly, quarterly, and annual statistical reports.
- q. Doctors:

- 1) Contract Oversight Physician: comes to the facility to interview staff/inmates on pregnant protocol procedure.
- 2) Alameda County Medical Center Liaison Physician: acts as a liaison for the Registered Nurse Practitioner of OB-GYN Clinic, examines inmates, and conducts chart reviews.

C. MISCELLANEOUS DUTIES/INFORMATION REGARDING PREGNANT INMATES

1. The medical staff shall examine inmates involved in physical altercations as soon as possible. Reports generated because such incidents shall be forwarded to the CHS Liaison Sergeant or the OB-GYN Deputy.
2. The Watch Commander at the Santa Rita Jail or the Contract Services Lieutenant can decide whether family members can be present when an inmate has a child at the ACMC. The inmate's criminal history will be considered when making this decision.
3. Pregnant inmate's release:
 - a. An inmate may be released per Penal Code sections 4011.7 (misdemeanor charges) or 4011.9 (felony charges). The release can be granted only with the Watch Commander's approval. The Records' Officer at the SRJ shall be contacted to verify all information necessary to carry out a 4011.7 or 4011.9 P.C. release. Once the release is granted, there is no need for a deputy or keeper to stay with the inmate.
 - b. A deputy assigned to guard/transport an inmate to the ACMC will not allow anyone to visit the inmate without the watch commander's approval. Upon arrival at the ACMC, the deputy shall contact ACMC security (Sheriff's Office) on the fourth floor at extension 44100 (510-437-4100) to advise of the deputy's and inmate's presence at the facility.
4. Arrangements for newborn infants:
 - a. When an inmate has a baby while incarcerated and the time comes for the inmate to return to jail, infant placement arrangements have been made through CHSs' Perinatal Coordinator, SRJ OB-GYN Clinic, ACMC social worker, Child Protective Services, and the inmate's family.
 - b. If Child Protective Services has not inspected the home where the newborn is to reside, the child will not be released to the family.

D. HISTORY AND PHYSICAL DEPUTY'S DUTIES:

1. The H&P nurse generates the inmate list of who will be examined. The deputy should run a JQKD on all inmates.

2. The H&P deputy will contact the housing unit staff to have the inmates staged for pick up and will take them to the main clinic no more than twelve inmates at one time.
3. Relieve the OPHU deputy for lunch and breaks as needed.
4. Retrieve DNA (296 P.C.) testing court orders from the Intake, Transfer and Release (ITR) clerk in the afternoon. Make copies of the orders and generate a list (JQLA) of the Personal File Numbers. Using the original court orders, schedule an appointment in the computer (JASA). Place the copies and the list in the 296 P.C. binder located in the clinic deputies' office. Return completed orders to the ITR clerk.
5. Assist main Clinic deputies as a rover when needed.