ALAMEDA COUNTY SHERIFF'S OFFICE **DETENTION AND CORRECTIONS** **POLICY AND PROCEDURE**	**NUMBER**: 11.46	**PAGES**: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-4C-04, 4C-06, 4C-27 MJS 1206(n) CALEA 71.5.1 CMA 106, 310, 503	
	ISSUED DATE: May 20, 1991	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 30, 2010	
CHAPTER: Intake, Transfer, Release and Records	**SUBJECT**: Inter-Facility Transfer of Inmate Case File and Medical/Mental Health Information	

I. **PURPOSE**: To set policy and procedure for orderly transfer of cumulative case records and medical/mental inmate-patient information from one detention facility to another, one detention system to another, or a detention facility to a medical/mental health facility.

II. **POLICY**: It is the policy of the Detention and Corrections Division to ensure the orderly transfer of inmate information and to provide continuity of health care for inmates being transferred by providing medical/nursing information pertinent to the inmate's care. Updated case and/or medical/mental health files will be transferred simultaneously or, at the latest, within 72 hours.

III. **PROCEDURE**:

A. ITR STAFF RESPONSIBILITY:

1. Unscheduled transfers include inmates who are not on a scheduled transfer list (e.g. add-ons, enroute warrants, state prisons, same detention system, etc.)

   a. Notify the medical provider and the inmate's housing unit of the transfer. Provide the inmate's name, PFN, destination and departure time if known.

   b. If the medical packet is completed prior to transfer, the document will be given to the transporting authority.

   c. If the medical packet is not in ITR prior to transport, and arrives later, the document will be returned to the medical provider who will arrange to immediately forward or fax the file, depending on medical urgency.

   d. The booking jacket will be placed in the transfer file to accompany the inmate.

2. Scheduled Intra-Agency transfers:

a. The Records Deputy or Release Deputy shall arrange for the inmate's booking jacket to be placed into the transfer file for transfer with the inmate to the new facility.

b. Computer generated lists from ITR will be delivered to the health care provider during regular listed distribution times.

c. AJIS produced transfer lists of scheduled transfers/movements will be distributed by midnight ITR personnel to the medical provider.

d. A list of new arrivals transferred in from either Glenn E. Dyer Detention Facility (GEDDF) or Santa Rita Jails (SRJ) will be provided to the health care provider.

e. AJIS produced lists of all Sheriff's Office transfers from facility to facility within the previous 24-hours, will be provided to the health care provider and the appropriate Records Deputy.

B. HEALTH CARE PROVIDER RESPONSIBILITIES:

1. Unscheduled transfers: Health care personnel will be notified by ITR. ITR will call the clinic, giving the inmate's name, PFN, destination and anticipated departure time.

2. General:

a. A nurse will complete the Transfer of Medical Information Form for each inmate.

b. Transfer of Medical Information forms are located in Medical Records, and the supply room in the jail medical area.

c. The white copy of the medical Transfer Form will be placed in an envelope, addressed to the receiving facility, "Attention Medical Department."

d. All envelopes will be sealed, properly addressed and delivered to ITR by nursing staff prior to the transportation of the inmate(s). Notify the transporting officers to deliver the medical envelopes directly to the receiving facility's medical unit personnel.

e. Special transportation or medical instructions shall be clearly labeled on the exterior of the envelope (i.e., communicable disease, pregnant or other medical information, etc.), needed for the protection of the inmate, other inmates and transporting officers.

f. The yellow copy of the medical transfer form will be filed in the inmate's health care record.

g. If the inmate is transferred prior to the nurse being notified, the transfer form will be completed, and the white copy mailed to the receiving facility. The yellow copy will be filed in the inmate's folder, and the record file in the "released file."

h. If the health of the inmate may be adversely affected by a delay of the Medical Transfer Form:

   1) The completed form will be mailed to the receiving facility.

   2) The receiving facility shall be notified by telephone of all pertinent medical information.

   3) Upon request from the receiving facility, the medical discharge summary will be faxed.