

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.54	PAGES: 1 of 2
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: August 27, 2012	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Federal Medical Intakes	

- I. **PURPOSE:** To establish policy and procedure for intake/transfer of federal inmates requiring medical treatment.

- II. **POLICY:** The Alameda County Sheriff's Office policy is to accept federal prisoners in compliance with the Inter-governmental Agreement for custody, housing, safekeeping, subsistence and medical care of federal prisoners.

- III. **PROCEDURE:**
 - A. Admittance of any federal inmate is at the discretion of the on-site medical director, with the concurrence of the on-duty Watch Commander.
 1. In all cases, approval must be obtained from the healthcare provider and the Watch Commander before accepting a federal medical transfer.
 2. Authorized federal personnel shall contact the on-duty Watch Commander or ITR Sergeant to request an inmate medical transfer.
 3. Identification of the federal person requesting and authorizing the inmate's medical transfer from the federal facility will be verified by the Watch Commander.
 4. The name and telephone number of the medical contact person at the federal facility must be obtained.

 - B. In all cases, a Consolidated Arrest Report (CAR) will be generated at intake. All sections required to facilitate complete booking shall be completed. All booking criteria must be followed at intake, with the following exceptions/additions:
 1. The federal official authorizing and requesting person's name and telephone number must be noted on the CAR.

2. Federal medical transfers shall be booked on a "U" number.
 3. Do not fingerprint federal medical transfers.
 4. When possible, all federal medical transfers will be brought to intake to participate in the normal booking process. If the inmate's medical condition requires immediate access to the Outpatient Housing Unit (OPHU), ITR personnel will proceed to that location to obtain the necessary information to complete the booking process.
 5. No personal clothing or property will be accepted for federal medical transfers.
- C. EMERGENCY MEDICAL CARE: When a medical emergency requires transferring a federal inmate to an outside hospital, contact will be made with the ambulance service and the inmate transported to the hospital under contract with the U.S. Marshal's Office. Ambulance, hospital names, and contact telephone numbers will be provided by the federal contract monitor.
- D. BILLING PROCEDURE/PAYMENT: In consideration of Alameda County Sheriff's Office performance under the terms and conditions of the agreement, the government shall make payment to Alameda County Sheriff's Office at the rate of \$106.00 when housed at Glenn E. Dyer Detention Facility or \$90.00 when housed at SRJ, per inmate, per day. (On the first day of admittance, the government will pay for a full day, regardless of the time of admittance. On the last day, if out by 1300 hours, the government will pay for one-half day.)
1. To ensure accurate and prompt billing, a copy of the federal inmate's CAR will be given to the day shift Watch Commander or ITR Sergeant.
 2. Alameda County Sheriff's Office shall submit invoices to the appropriate agency. This information is generated on a monthly report on an as needed basis and forwarded to the facility Account Technician.
- E. Inmates will be transferred back to the custody of the U.S. Marshal's Office by presenting a transfer order to the U.S. Marshal's Office. The transfer order will be signed and dated by the federal Marshals or his/her designee. When the inmate is produced, the escorting officer will sign the bottom of the transfer order with his/her name and the date of execution of the transfer. The Detention and Corrections facility will receive a copy of the executed transfer order and the order will be forwarded to ITR and placed in the inmate's booking jacket.