

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 10 - MEDICAL
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DATE
8-03-94

HOSPITAL GUARD DUTY

POLICY

When an inmate has been received by the Sheriff and requires hospitalization, a Deputy will be provided for guard duty. It shall be the responsibility of the Sheriff to ensure the safety and security of the inmate, hospital patients and staff.

PROCEDURE

The transporting or responding Deputy shall notify the Bkg. Sergeant when the inmate is being admitted to the hospital. The Deputy will keep the Bkg. Sergeant apprised of any changes in the inmate's condition and or status including the inmate's pending discharge so transportation arrangements can be made.

The Deputy works with hospital staff when considering placement of the inmate. Consideration should be based on the inmate's charges, classification, and the nature of illness or injury. Deputies should note the location of windows and exits for possible avenues of escape or unauthorized entry. Upon arrival to the hospital room, the Deputy notifies the Bkg. Sergeant of the room number and location.

In cases involving the hospitalization of Admin. Seg. inmates or inmates requiring a two man move, the Bkg. Sergeant will notify the Patrol Watch Commander. The beat Deputy will be notified of the situation in order to provide assistance if needed.

If the inmate is transported and housed in a hospital outside the County of Marin, the Ops. Lieutenant or the Bkg. Sergeant notifies the law enforcement agency where the hospital is located. The agency is advised of the inmate's charges, status, and classification. The agency is notified when the inmate is discharge from the hospital.

Hospital guard duty is staffed with available on duty staff or overtime. The Bkg. Sergeant is responsible for completing and maintaining the sign-up assignment list. The Bkg. Sergeant fills emergency and replacements slots as necessary, and records updates to the list. Changes to the sign-up list is initialed and dated by the Bkg. Sergeant. The original sign-up list is kept in the Bkg. Sergeant's office. Copies of unfilled time slots are distributed to other divisions.

Deputies are to complete overtime slips in accordance with departmental policy. Deputies provide their own meals during their hospital shift. They may complete a meal reimbursement form and submit it to the Bkg. Sergeant when working an eight hour shift.

Deputies will report to the hospital in the uniform of the day. Civilian clothes are not to be worn unless specifically authorized. All uniform equipment including firearm, baton, and handcuffs will be worn. Special weapons are not allowed unless specifically authorized.

Deputies are to remain with the inmate at all times. They will position themselves in order to keep visual contact of the inmate and a clear view of the hospital corridors. A written log of all activity concerning the inmate is kept by the Deputy on duty.

The relief Deputy will be briefed on all information concerning the inmate. The relief Deputy contacts the Bkg. Sergeant to inform him/her of the relief, and to receive any new orders or instructions.

The inmate will be kept restrained to the bed in such a manner as to not interfere with medical needs. During authorized movement throughout the hospital or to relieve bodily functions the restraints may be removed. The restraints will be double locked to ensure comfort and security of the inmate. Restraints will be periodically checked by the Deputy.

Deputies will assist the hospital staff with the inmate when necessary. The Deputy will not involve him/herself with procedures which could remove them from the inmate.

The Deputy will supervise inmate meals. They will ensure only authorized food is ordered by the inmate. All eating utensils and equipment which could be used for a weapon or escape are accounted for by the Deputy.

Inmates in the hospital are not entitled to visitors, except their attorney or a pre-approved visit by the Ops. Lieutenant. The visit is monitored by the Deputy and no items other than legal documents will be received by the inmate. In cases where death is eminent, blood relatives or persons with prior approval of the Bkg. Sergeant will be allowed to visit.

All information regarding the inmate's status is confidential. Request concerning the inmate are referred to the Ops. Lieutenant. Inmates in the hospital are not allowed access to the telephone. Inmates will not solicit phone calls to be made by Deputies and or hospital staff.

RELATED STANDARDS:
Chapter 1 Section 3

DATE REVISED
None

By order of

DANIEL PAYNE
BUREAU COMMANDER