# Chapter 5 - Medical Care/Screening

Medical care and screening of all County Jail inmates is the responsibility of the Director of Medical Services, Custody Division.

## • 2-05/010.00 Exposure Control Plan/Communicable Diseases

Pursuant to 199.95 through 199.99, Health and Safety Code, the Chief Physician of Medical Services shall prepare a list of all inmates who have been diagnosed with a communicable disease and forward the list to Custody Medical Liaison. They shall in turn distribute the list to all Court Services Divisions twice weekly. This list is confidential and shall be posted in a secured area for viewing by deputy personnel only. Old lists should be shredded and disposed of.

Any employee who comes in contact with a communicable disease in the line of duty will be responsible for:

- Notifying the Watch Commander/Branch Supervisor of the contact.
- Preparing and forwarding, by County messenger, to the Health and Safety Unit a copy of the Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (SH-R-426). The Branch Supervisor shall contact the Health & Safety Unit when exposed Deputies have concerns regarding their exposure.

## • 2-05/010.05 Safety Equipment

All Court Services lockup areas and Branch offices will maintain an adequate supply of resuscitation masks, disposable gloves, disposable towels, disposable face masks, disinfectant spray and plastic storage/disposable bags.

## • 2-05/010.10 Safety Equipment Usage for Risk Reduction

The Branch Supervisor shall ensure that:

- Resuscitation masks should be used during the resuscitation of any person who has stopped breathing.
- Disposable gloves should be worn routinely when any contact with blood or other bodily fluids is anticipated; or when coming in contact with clothing or materials that may have been contaminated with blood or other fluids.
- Disposable face masks should be utilized by employees when in contact with large amounts of possible contaminated fluids.
- Disinfectant spray should be used on any surface contaminated by blood or other bodily fluids.
- Disposable towels should be used in conjunction with a disinfectant solution to clean up contaminated sites.
- Plastic storage/disposal bags should be used to transport and store any clothing, etc. or to transport soiled gloves, towels or cleaning materials which have been contaminated by blood or other bodily

fluids. Contaminated materials that are to be held as evidence will be dried, then packaged in paper evidence envelopes/bags and distinctively marked “contaminated with blood/bodily fluid.”

## • 2-05/010.15 General Precautions to Reduce the Risk of Exposure to Communicable Diseases

Extreme caution should be exercised when conducting searches and dealing with any sharp object that may be contaminated. Sharp objects, such as needles, may be contaminated and must be disposed of or held as evidence. The sharp object should be placed in a puncture-resistant container and appropriately labeled.

An employee that is bleeding or has any open wound or a skin lesion should avoid direct contact with another person’s blood or other bodily fluids. If the employee’s broken skin is on the hands, disposable gloves should be used when handling another person’s blood or other bodily fluids.

Any equipment or clothing that comes in contact with possible contaminated substances or persons should be disposed of, or properly decontaminated as soon as practical

Employees who come in frequent physical contact with inmates should wear disposable gloves routinely during such procedures.

Locations which have been severely contaminated by blood or other bodily fluids should be secured or contained until the arrival of appropriately equipped personnel.

## • 2-05/010.20 Decontamination

Any person that becomes contaminated should, as soon as practical, wash exposed areas thoroughly with soap and water.

Contaminated surfaces and personal equipment may be decontaminated with the departmentally issued disinfectant spray, or any commercial disinfectant, or a solution of one part bleach to ten parts water (¼ cup bleach to 1 gallon water).

**CAUTION**: Do Not mix bleach with other substances, such as powder cleanser or liquid cleaning materials.

Clothing and uniforms may be decontaminated by washing with laundry soap or dry cleaning.

Disposable gloves, towels and other items used to clean up contaminated areas should be placed in plastic storage bags and disposed of at the nearest appropriate disposal site, as approved by Medical Services.

## • 2-05/010.25 Guidelines for Limiting the Trasmission of Methicillin Resistant Staphylcoccus Aureus (MRSA)

Methicillin Resistant Staphylococcus Aureus (MRSA) is a bacterium that can be spread within institutional

facilities, such as the Los Angeles County Jails. Since MRSA can be spread rapidly via direct person to person contact and/or sharing of personal items (such as towels, sheets, razors, etc.) it is important for personnel to understand its communicable nature. The following guidelines will assist personnel in preventing and reducing the transmission of MRSA to employees, family members, and inmates.

Personnel should understand that frequent hand-washing with soap and water and the use of hand sanitizers are essential infection control components. Personnel should wash their hands with soap and warm water:

- After using the rest room
- After working out at the gym
- After contact with inmates
- After searching inmate housing areas (even if gloves were used)
- Prior to starting a break
- Prior to eating
- Prior to leaving the facility

Personnel shall ensure that soap is available for use by inmates.

Personnel should always cover open sores or cuts with a suitable bandage to protect against the collection or release of bacteria.

If an inmate reports any skin-related symptoms suggestive of infection with MRSA (“boil”, pain, redness, swelling or warmth on the skin), or if personnel suspects that the inmate has any of these symptoms, the inmate will be referred to the nearest clinic in the inmate’s housing area.

Per the Manual of Policy and Procedures personnel who believe they have become infected with MRSA shall report the circumstances to his/her supervisor as soon as possible. All other procedures regarding the injury/illness shall be followed in compliance with Department and Divisional policies and procedure.

Decontamination of an area that has come into contact with MRSA must be thoroughly cleaned. Personnel shall ensure that the cell is thoroughly cleaned with an EPA approved antimicrobial cleaner. Personnel shall exercise caution when handling caustic chemicals. The areas cleaned shall include the sinks, toilets, walls, floors, handcuffs and four-man chains, as MRSA can live on metal for 24 hours.

Other supporting information can be found in the Custody Division Manual and by viewing a training video at:

(Copy and Paste to browser) http://intranet.lasd.sheriff.sdn/intranet/announcements/training/MRSA.html

## • 2-05/015.00 Medical Segregation/Isolation

If during the completion of the Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422), an inmate or court remand reveals he/she has or has had a communicable disease, including, but not limited to: tuberculosis, hepatitis, venereal disease, HIV/AIDS or other special medical problem identified in Title 17, 2500, he/she shall be segregated and housed in a separate holding area. If there is any question about whether or not an inmate has a communicable disease, the inmate shall be treated as if they have the

disease. Lockup personnel shall immediately advise the Branch Supervisor, who shall contact Medical Services, Custody Division.

## • 2-05/020.00 Hazardous Waste Control

All hazardous waste/contaminated material will be collected and placed in plastic storage bags marked “hazardous material”. Disposal will be in accordance with the direction of Medical Services. Non-medical hazardous waste will be disposed of by contacting the County Fire Department Hazardous Materials Unit. The Branch Supervisor shall be responsible for ensuring that this section is adhered to.

## • 2-05/025.00 Employee Exposure Follow-Up

When an employee believes that he/she has had contact with the bodily fluids of a person in custody, he/she shall report this to the Branch Supervisor using the “Report of Request and Decision for HIV Testing (DHS 8459).” The report will be submitted by the end of the employee’s shift but no later than two days after the incident. The Branch Supervisor will have the report sent, U.S. mail or hand carried to the Department of Health Services and the Health and Safety Unit within 48 hours.

The report will include the following:

- Names of persons involved in the incident
- Names of witnesses to the incident
- All written statements from these parties
- Narrative of the incident
- Any request by the employee that the County Health Officer order HIV or communicable disease testing of the inmate

In circumstances where a person who is charged with a crime and who has bitten, scratched, spat upon or transferred blood or other bodily fluids on, upon, or through the skin or mucous membranes of a peace officer, the peace officer may request that the court order the inmate to provide two specimens of blood for testing for AIDS, an AIDS related condition, or other communicable diseases.

## • 2-05/030.00 Medical Screening Form

The yellow “Los Angeles County Unified Medical Screening Form” SH-R-422 (REV. 3- 29-11) shall be completed for any person who is in the custody of the Sheriff.

A yellow “Medical Screening Form” shall be transported to the Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF) with each new inmate booking. Court Services Transportation Bureau (CST) will not transport any new bookings without this form in their possession. Ensure that all boxes on the form are checked individually. Marking one box and drawing a line through the rest is unacceptable. If the form

has a “YES” answer to any question there must be a Watch Sergeant’s signature, employee number, date and time at the bottom of the second page. Additionally, all “YES” answers on the “Medical Screening Form” shall be examined to ensure full compliance with the form’s instructions for “YES” answers.

### New Bookings from Outside Agencies

In all cases, a yellow “Medical Screening Form” shall be received for each new booking accepted. CST Deputies transporting new bookings and Court Services lockup Deputies receiving the new bookings shall follow these guidelines:

- When an outside agency uses our form as their standard medical screening form or books at IRC/CRDF or Sheriff Station jails:
  - The “Arresting Deputy’s/Officer’s Observations” section is completed.
  - The “Jailer’s Assessment” section is completed.
  - The “Outside Agency Medical Declaration” section is not required.
- When an outside agency does not use our medical screening form:
  - The “Outside Agency Medical Declaration” section shall be filled out by the agency.
  - If there is a “NO” answer on the declaration, attach their medical screening form to the booking packet.
  - If there is a “YES” answer on the declaration:
    - If the agency uses their own form, attach a copy of their form to our form.
    - If the agency does not have a medical screening form, they must complete the “Arresting Deputy’s/Officer’s Observations” section on the Sheriff’s form and the receiving Deputy must complete the “Jailer’s Assessment” section.

### New Bookings from Sheriff’s Stations

In all cases, a yellow “Medical Screening Form” shall be received for each new booking accepted. The declaration section does not apply. CST or Court Services lockup Deputies who accept the new bookings shall ensure the following:

- The “Arresting Deputy’s/Officer’s Observations” section is completed.
- The “Jailer’s Assessment” section is completed.

### Court Remands

When persons are remanded into our custodyat any court facility, the bailiff shall complete the “Medical Screening Form” and provide it to lockup personnel. The “Outside Agency Medical Declaration” section does not apply.

### Handling and Disposition of the Form

The original “Medical Screening Form” shall be removed from all other paperwork for inmates remanded to the Sheriff’s Department. The forms shall be attached to a separate transmittal. The number of new bookings and the number of forms must be the same.

When the new bookings have reached their destination, the transmittal of original “Medical Screening Forms” shall be delivered along with the new bookings to the receiving Deputy at the location. The receiving Deputy shall sign the transmittal in the “Received by” box. The transporting Deputy shall retain a copy of the signed transmittal, and at the end of the day, turn in all Medical Screening Form transmittals to the CST Watch Sergeant.

Any change in an inmate’s medical condition from the time the form was completed until the inmate boards the bus, must be reflected in additional paperwork, along with any medical treatment forms.

**Handling of Inmates That Require Medication**

When inmates require HIV/AIDS medication, the handling Deputy shall follow the procedures outlined in the Court Services Division Manual, 2-05/060.10 - Handling of HIV/Aids Positive Inmates Requiring Medication. Any medication in their possession or property shall be sent with their property to IRC/CRDF at the time the inmate is transported.

**Intoxication Assessment Form**

Inmates identified as chronic alcoholics with Post Alcohol Syndrome are considered to have medical problems. Receiving Deputies shall ensure that a copy of any applicable “Intoxication Assessment Sheets” (Sundance Procedures) is attached to the “Medical Screening Form.”

**Inmate Releases**

The handling Deputy shall attach the “Medical Screening Form” to the booking packet when releasing inmates.

Branch Supervisors shall ensure that all personnel are aware of this order and trained in the procedures for completing and processing the new “Medical Screening Form.”

---

## • 2-05/035.00 Sick/Injured/Mentally Ill Inmate in a Court Lockup

When a Deputy observes that an inmate is sick, injured, or appears to be mentally ill, the Deputy shall immediately contact the branch supervisor. If the inmate requires immediate medical attention, call the paramedics. If the inmate is in an occupied cell, do not attempt to move him or her without adequate backup. With adequate assistance, and if additional holding areas are available, move any other inmates to another cell. Do not move a severely injured inmate. If sufficient cells are not available to move other inmates, additional security will be required when treating a sick, injured, or mentally ill inmate. A supervisor shall respond to the lockup to provide control of the situation.

Deputies should continually look for any sign of sickness, injury, or mental illness, especially during the initial intake and classification of inmates. Refer to CSDM, 2-09/000.15 - Acceptance of Courtline Inmates from Court Services Transportation (CST), If an inmate is suspected of being mentally ill, complete a special handling card and a “Behavioral Observation and Mental Health Referral Form.” If an inmate is sick or injured, complete the required “Inmate Injury/Illness Report Form.”

### Behavioral Observation and Mental Health Referral Form (BOMHR)

Sheriff's Court Services personnel will complete a Behavioral Observation and Mental Health Referral Form (BOMHR) and forward to the jail's mental health, medical staff under the following conditions:

- Court Services personnel obtains information that indicates an inmate has displayed obvious suicidal ideation.
- The inmate exhibits unusual behavior that clearly manifests self-injurious behavior.
- Personnel observes clear indication of mental health crisis.

An email shall also be sent to the following expedite groups: "IRC Inmate Expedites" for male inmates and "CRDF's IRC (Female) Expedite" for inmates. The email notifications shall include an attachment of the Behavioral Observation Mental Health Report Form (SH-L-407).

Pending transport, such inmate will be under unobstructed visual observation or subject to fifteen (15) minute safety checks.

**Note:** Refer to CSDNet "Forms" for the Behavioral Observation and Mental Health Referral Form and for an updated version of the Inmate Injury/Illness Report Form (SHJ-212).

If an inmate with an injury was involved in a use of force with Department personnel, regardless of whether the injury was a result of that use of force, the Use of Force – Medical Report Form (SH-J-212F) shall be completed and submitted with the Supervisor's Use of Force package (SH-R-438-P).

**Note:** Refer to CSDNet "Forms" for the Use of Force – Medical Report Form (SH-J212F).

**Note:** An email notification to ACBUCTracking@lasd.org, shall be made for every inmate who requires paramedics while in our courthouse, whether or not they are taken to the hospital. This email notification shall be made by the end of the shift and shall contain the following information:

- Inmate's name
- Booking number
- Fire agency and station number responding
- Name of the hospital, if taken
- Reason for the emergency response

### Inmate Detention at Hospitals

If an illness or injury occurs in a court lockup facility, Court Services Division personnel shall escort the inmate to the nearest County or contract hospital and provide security until relieved.

If the inmate is admitted to the contract hospital, Court Services' personnel shall maintain responsibility for the inmate until arrangements have been made with the appropriate custody facility to assume responsibility for the inmate's security.

If an extended stay in the emergency room is anticipated (more than four hours), or the inmate is admitted to an open ward, Court Services shall maintain responsibility for the inmate until arrangements have been made

with the appropriate custody facility to assume responsibility for the inmate's security. The North County Correctional Facility (NCCF) shall assume responsibility and security for inmates remanded into the Sheriff's custody from Court Services Division's Valley Area Courts, including: Antelope Valley/Lancaster, North Valley, San Fernando, Newhall/Valencia, and Van Nuys Superior Courts. The Twin Towers Correctional Facility (TTCF) shall assume responsibility and security for inmates remanded from all other courts.

If the inmate has a permanent housing location within Custody Division and/or is booked into a Custody Division facility, personnel from the responsible Custody Division unit shall respond to the location and provide security. If the inmate is a station booking or other agency booking, that station or agency shall provide security.

**Inmate Detention at Hospital, Not Booked**

If the inmate has been remanded to the Sheriff's custody but has not yet been booked, Court Services Division personnel shall escort the inmate to the nearest county or contract hospital and provide security until relieved.

If the inmate is approved for transport during court hours, the inmate should be transported back to the court lockup. If the inmate is approved for transport after court hours, Court Services Division shall get approval for booking at IRC/CRDF.

If the inmate is admitted into the Los Angeles County Medical Center (LCMC) Jail Ward, Court Services personnel shall be relieved by LCMC personnel.

**Case Management of Hospitalized Sheriff's Inmates and Arrestees**

**Note:** This procedure applies only to inmates who are officially booked into the Sheriff's custody or already remanded to the Sheriff by a court. It does not apply to Sheriff's inmates who are not booked, nor does it apply to another agency's inmates, while in court and still technically in the custody of that agency.

When inmates that are seriously ill or injured, while in the custody of the Sheriff, require emergency hospitalization at a local hospital, Medical Services staff can assist Custody, Court Services, and Field Operations in monitoring the medical status and arranging the transfer of those inmates from the private hospital to the LCMC Jail Ward or the TTCF Medical Services Building, as soon as it is medically feasible.

The concerned Unit's Watch Commander or designee should telephone Medical Services Administration at (213) 893-5446. They will then facilitate the medical communications and secure available bed space at the appropriate receiving hospital. Prior to the transfer, which cannot take place until the sending and receiving physicians mutually concur, the Watch Commander or designated contact person at the handling unit will be advised when and how the transportation will take place and the destination. The handling unit will retain full responsibility for the inmate until he or she is relieved or formally received by custody and medical personnel at the receiving hospital.

During non-business hours, the Watch Commander or designee should leave a detailed voicemail message, including the inmate's name, booking number, hospital name, and phone number; the caller's name, unit, and phone number. The facilitation process will begin on the next business day.

## • 2-05/035.05 Los Angeles Police Department (LAPD) Inmates that Become Ill

The responsibility for the medical treatment of sick or injured LAPD inmates remain with LAPD until these inmates are accepted by the CST crew and secured aboard the transporting vehicle. Once the inmate is delivered to a court lockup, LAPD resumes the responsibility for the medical care and security. Deputies will assume emergency medical treatment and security until relieved by LAPD sworn personnel.

The CST crew accepting inmates shall check the condition of each inmate that appears sick or injured. If there is no medical treatment slip attached to the inmate's papers, the inmate may be refused until a medical treatment slip is obtained. Each inmate received shall have a Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422). This form shall stay with the inmate until they are delivered to IRC/CRDF.

LAPD has the option of transporting the inmate to court after medical treatment or leaving the inmate for the next CST pickup. In either case, LAPD is required to complete the Sheriff's Department medical screening form.

If the inmate becomes sick en route to court, the responsibility for obtaining medical treatment rests with the CST. Should an inmate who has been accepted from CST become sick, responsibility for obtaining medical treatment for that inmate rests with Branch personnel. In all cases, a Deputy Sheriff will accompany the inmate for medical treatment.

## • 2-05/035.10 Other Police Agency Inmates that Become Ill

When an inmate, has been accepted into a court lockup facility from an outside police agency (not LAPD), becomes sick or is injured prior to being remanded to the custody of the Sheriff, it is the outside police agency's responsibility to provide medical treatment and security for the inmate. If there are no officers from the agency working in the lockup, it is the Sheriff's responsibility to immediately activate the emergency medical system through the Branch Supervisor. Lockup personnel shall contact the agency and advise them of the medical emergency. The agency is responsible for providing an escort to the hospital and for any follow-up. The Sheriff will not accept the inmate for court processing without a doctor's clearance. The agency may desire to transport the inmate directly to the Inmate Reception Center (IRC).

## • 2-05/035.15 Court Remanded Inmates that Become Ill

An inmate who was remanded by the court and then becomes sick or is injured is the responsibility of the Sheriff's Department. The inmate shall be treated as if they had been booked into the County Jail system.

## • 2-05/035.20 Warrant Arrest by Outside Agencies that Become Ill

The agency making the arrest is responsible for the medical treatment of any inmate who becomes sick or

injured. The arresting agency must also transport the inmate to an appropriate jail facility, LAC/U.S.C. Medical Center Jail Ward. CST may refuse to accept any inmate that is unable to ride in a vehicle without a medical release to book.

## • 2-05/035.25 Consent/Refusal of Treatment

An injured inmate who is conscious shall be asked if they can be helped by a Deputy. This inmate may refuse treatment; however, if the inmate is in the Sheriff's custody and the paramedics recommend hospital treatment, the inmate shall be transported to the nearest contract hospital. If the inmate refuses medical treatment at the hospital, the medical staff will usually have the person sign a release and refusal of treatment. The escorting Deputy shall obtain a copy of this signed document and place in the inmate's booking package. If the inmate is unconscious, consent to treat is implied and immediate first aid action shall take place.

If the inmate consents to the Deputy assisting them, first aid should be administered only to the level of training the treating Deputy has obtained.

## • 2-05/035.30 Juvenile Handling Procedures

**Notification to parents of injured juveniles in custody and court**

Pursuant to Section 223 (a)(1) of the California Welfare and Institutions Code, a Deputy having custody or control of any juvenile inmate that is the victim of a serious offense or injury shall notify the on-duty watch commander of the incident, after the inmate has received the appropriate medical care.

**NOTE:** The law defines a "serious offense" as any offense that is chargeable as a felony and involves violence against another person. A "serious injury" is defined as any injury or illness that requires hospitalization, is potentially life-threatening, or may permanently impair the use of a major body organ, appendage, or limb.

The watch commander shall then contact the Probation Department at (323) 226-8509 (24-hour number), with the juvenile's name and date of birth. The Probation Department shall locate and provide the name and contact information of the juvenile's parents or guardians from their records.

The watch commander shall then make a reasonable effort to contact the parents and inform them of the juvenile's status, unless the juvenile requests that his/her parents not be notified or the Chief Probation Officer/Director of the Youth Authority determines such notification would not be in the best interest of the minor, 223 (a) (1) WIC. A notation shall be made in the Uniform Daily Activity (UDAL)/Title 15 Log that the notification was made, or the reasons why it was not.

## • 2-05/040.00 Inmate Deaths

In the event of an inmate/prisoner death, the watch commander of the unit, at the time of the inmate death, shall be responsible for making all telephonic notifications of the death and all pertinent information, within 30 minutes of the inmate being pronounced dead, to the following units/personnel:

- Division Chief, when death occurs at the hands of another inmate or a staff member(s)
- Area Commander
- Unit Commander
- Homicide Bureau
- Custody Compliance and Sustainability Bureau or Sheriff's Information Bureau, if after business hours
- Internal Affairs Bureau on-call Lieutenant (via Sheriff's Information Bureau, Media Section after hours), in cases of death following contact with a Department member, and other circumstances as detailed in the Department's Manual of Policy and Procedures.
- Inmate Reception Center - Custody Division Log
- Sheriff's Information Bureau Media Section - Department Operations Log
- Sheriff's Medical Services 24-hour Nursing Desk, Medical Services Building, Risk Management Bureau, Civil Litigation Unit.

---

## • 2-05/040.05 Securing the Scene After an Inamte Death

- Remove other inmates from the scene as soon as possible
- Isolate, individually if possible, all inmates who were in or around the area of the decedent
- Preserve the area as a possible crime scene
- Restrict access to the area
- Detain all possible witnesses for an interview by the investigating agency

---

## • 2-05/040.10 Follow-up Notification on an Inmate Death

- Presiding/Supervising Judge
- Court Administrator

The Branch Supervisor will ensure that a SH-AD-49, complaint report is prepared.

---

## • 2-05/040.15 Reporting and Review Process for an Inmate Death

This reporting and review policy applies to all inmate deaths, both adult and juvenile, that occur in any court facility under the direct control of Court Services Division.

**The Branch Supervisor or Area Lieutenant Responsibilities:**

- **Immediate Telephonic Notifications Required:**
  - Division Chief
  - Area and/or Duty Commander
  - Bureau Captain
  - Internal Affairs Bureau on-call Lieutenant (via SHB after hours) in deaths following contact with

Department member. Refer to Department Manual of Policy and Procedures
    - Inmate Reception Center
    - Sheriff's Headquarters Bureau – Operation Log entry
    - Sheriff's Medical Services 24 hr. Nursing Desk, Medical Services Building
    - Risk Management Bureau – Civil Litigation Unit
    - Custody Compliance and Sustainability Bureau or the on-call supervisor / manager (after hours).
- **Information Needed for All Notifications:**
    - Inmate name (full name)
    - Booking number
    - DOB
    - Arresting charges
    - Preliminary cause of death (if known)
    - Any unusual circumstances
    - Who pronounced death
    - Name of the court the inmate was appearing in
    - Name of handling judge
    - Names of any Department members involved.

Provide a synopsis of the circumstances of the death and what notifications have been made. Additionally, the Area Lieutenant shall prepare a memo to the Chief from the Bureau Commander summarizing the circumstances of the death and all notifications made.

**NOTE:** Within 48 hours following an inmate death, the Custody Compliance and Sustainability Bureau will send a fax of a Custody Support Services In-Custody Death Reporting Form to the Custody and Court Services Division Chief, BSCC, and other concerned agencies pursuant to 12525 GC and thos listed in CDM 4-10/050.00, including:

- U.S. Department of Justice
- American Civil Liberties Union
- County Counsel
- Risk Management Bureau

All in-custody inmate death records shall be maintained for a period of seven years. After seven years, all in-custody inmate death records will be forwarded to the Sheriff's Records and Identification Bureau for archive.

**Notifications required when a juvenile dies in custody:**

The Watch Commander shall then contact the Probation Department at (323) 226-8509 (24-hour number), with the juvenile's name and date of birth. The Probation Department shall locate and provide the name and contact information of the juvenile's parents or guardians from their records.

When a juvenile dies while in custody, we are required to submit a written report of death to the California Attorney General, Department of Justice, and BSCC. A copy of this report shall be forwarded to:

California Corrections and Standards Authority

600 Bercut Drive

Sacramento, CA 95814

This written notification shall be made within ten calendar days from the date of death. “Death in Custody” reports can be obtained by calling the California Department of Justice at (916) 227-3720.

---

## • 2-05/045.00 Inmate Unable to Appear in Court Due to Medical or Mental Health Reasons ("No Go Med")

IRC/CRDF personnel will facsimile the required “Inmate Medical Fitness and Court Transportation Declaration” to the Sheriff’s Office at the court, when an inmate is unable to appear in court due to medical or mental health reasons. This form is commonly referred to as a “No Go Med Form.” The declaration addresses the inmate’s medical/mental health condition and the need for him/her to be assessed prior to attending court, or that the inmate is unfit to attend court due to a medical/mental condition. The declaration also indicates an estimated date when the inmate may be medically/mentally fit to attend court. If the inmate is still unable to attend court following that estimated date, IRC/CRDF shall send another document titled “Supplemental Report - Inmate Medical Fitness and Court Transportation Declaration.” You may also receive a “Jail Mental Health Court Line Evaluation Form” for Mental Observation inmates.

Lockup Supervisors are responsible for ensuring that the following procedures are carried out:

- The Lockup Supervisor shall assign an employee to check for and remove the above-referenced document(s) from the fax machine in a timely manner.
- The original and photocopy shall be taken to the courtroom where the inmate was supposed to have appeared. The court clerk shall retain the original and sign the photocopy. The assigned employee shall note on the photocopy the date and time that the clerk received the form.

A “No Go Med Folder” shall be set up with the “No Go Med Log.” They will be maintained in the Sheriff’s Office. The court clerk is provided the original “Inmate Medical Fitness and Court Transportation Declaration.” The photocopy shall be placed in the “No Go Med Folder” and the “No Go Med Log” shall be completed. These declarations shall be kept on file at the court for a period of one year.

---

## • 2-05/050.00 Transporting Sick/Injured Inmates

If paramedics determine that an inmate needs to be transported to a medical facility for additional treatment by a physician, an armed Deputy shall accompany the inmate in the ambulance. The paramedics will call the necessary ambulance company that has contracted with the County. The use of an ambulance shall be only for transporting sick and/or injured in-custody patients requiring emergency medical care. The Branch Supervisor shall determine who will be the escorting Deputy. If the inmate is a female, it is preferable that a female Deputy be assigned. The Deputy shall ride in the back of the ambulance with the inmate, if conditions allow. In most cases, the inmate should be handcuffed to the ambulance stretcher. A record of the time of departure from the court facility shall be noted.

When paramedics do not feel that an emergency exists or that an ambulance is necessary, but recommend that the individual be taken to a hospital or doctor, the Branch Supervisor shall make arrangements to provide necessary transportation by department vehicle.

If a second Deputy is assigned to follow the ambulance in a radio car, all Code-3 procedures should be adhered to. Refer to Manual of Policy and Procedures.

## • 2-05/050.05 Hospital Security

On arrival at the hospital, the escorting Deputy shall record the time of arrival. The escorting Deputy shall not leave the inmate unattended while in a hospital emergency room. If the inmate must be moved to another location, the Deputy shall escort the inmate. It is advisable, if the injury permits, to handcuff the inmate to the hospital bed rail. Deputies must be alert to the possibility that the inmate may be able to obtain numerous items of contraband and potential weapons while in an emergency room environment.

The escorting Deputy should obtain and note the time the inmate was first examined by the doctor and a brief description of the medical problem for all necessary reports. Any additional information regarding the inmate's condition should be obtained and transmitted to Medical Services along with the reports.

If staffing allows, a second Deputy should be dispatched with a unit to the hospital. This will expedite the return of the inmate, if released by the attending physician to return to jail. When an inmate is released to return to jail after normal court business hours and the transportation bus has cleared the court lockup, contact the watch commander at IRC/CRDF for instructions on the transporting of the inmate. Court Services personnel may be required to transport the inmate to the appropriate jail facility.

If the inmate is not going to be released, the escorting Deputy shall immediately contact the watch commander at IRC/CRDF for relief. If the inmate is a station booking, it is the station's responsibility to take custody and control of the inmate at the hospital.

Inmates from outside agencies are the agencies responsibility and they must relieve the Deputy at the hospital. If there is a problem with an outside agency refusing to take charge of their inmate after hours, contact the Branch Supervisor or call the Court Services duty officer through Department Headquarters Bureau.

## • 2-05/055.00 Report Writing Procedures

The escorting Deputy should have sufficient information regarding the inmate to complete the necessary reports. Any remanding or Court Commitment Orders should be sent with the escorting Deputy with a properly completed transmittal.

## • 2-05/060.00 Medication

Medication to be dispensed while at court must be prescribed by the Jail Medical Staff and must accompany

the inmate to court. No other medication shall be dispensed. Under current policy, inmates receive prescribed medication prior to arriving at a court facility. The photocopy shall be maintained with the inmate transmittals, and the medication envelope shall be returned to the jail dispensary.

In the event that an inmate is brought to the court by an outside agency with prescribed medication, it is not to be given without the approval of the Medical Services Division.

The agency bringing in an inmate with a medical condition will bring a medical release for booking from a hospital or doctor.

Any medication dispensed by fire department paramedics to sick or injured inmates shall be in accordance with approved County medical protocols. Lockup personnel shall obtain the names and station number of any paramedics who administer medication.

---

## • 2-05/060.05 Inmate Self-Medication Program

The Inmate Self-Medication Program was established by Medical Services to enable certain inmates to receive up to a one week allotment of medication. The inmates are counseled by the Medical Services Staff on the proper dosage to be taken each day. The inmates are visually screened and monitored by the Medical Services nursing staff on a weekly basis.

The medication is packaged in a small, clear plastic bag labeled with the following information:

- Inmate's name and booking number
- Name and dosage of medication
- Number of pills dispensed
- The time of day to be taken
- The number of pills to be taken each time
- Date of prescription

Inmates shall be allowed to keep the medication when it is packaged in the above described manner. The medication shall not be confiscated or destroyed as it could have adverse effects to the inmate's health.

**Note:** Expired medication and/or medication found not with its owner, shall be confiscated. An Inmate Incident Report shall be completed and the medication shall be returned to the Medical Services Unit, Pharmacy Services.

The procedure and information needed to return expired or confiscated medication is as follows:

- Place the medication and copy of the Inmate Incident Report in a box or manila envelope.
- The box or manila envelope should be clearly marked with:
  - **"Expired/Confiscated Medication"**
  - Addressed to:

    Twin Towers Correctional Facility

Medical Services Building

Pharmacy Services

Room #M4137

Los Angeles, CA 90012

- The Court facility's name where the medication was found or confiscated.
- The medication will be delivered through the "Black Box" to IRC or by hand delivering it. The medication shall not be sent via county mail.

---

## • 2-05/060.10 Handling of HIV/AIDS Positive Inmates Requiring Medication

HIV/AIDS medication is generally prescribed to be taken at specific times throughout the day by the patient. Should the patient fail to take their medication at the specified time, it could be detrimental to the effectiveness of the treatment.

In the past, inmates taking prescribed medications have been transported to IRC/CRDF instead of being housed at a court lockup facility. Additionally, there were no provisions that would allow the inmate to take prescribed medications at the court lockup prior to transportation or release. This practice can cause a delay in the inmate being medicated. In the case of HIV/AIDS medication, this delay is unacceptable.

**Lockup Personnel's Responsibilities**

When persons are remanded into our custody at any court facility, lockup personnel shall complete the "Arrestee Receiving Medical Screening Questionnaire." Any affirmative answer to question # 2, (Does the inmate have any medical problems or take any medication requiring immediate attention?), or if the medical problem is HIV/AIDS and the inmate takes HIV/AIDS medication, these conditions shall be construed as requiring "immediate attention". The Branch Supervisor shall be notified of the situation and personnel shall process the inmate as quickly as possible.

When an inmate advises they take HIV/AIDS medication, lockup personnel shall ask the inmate:

- When are they supposed to have their next dose?
- If the inmate has any of the required medication in their possession.
- If not, what is the possibility of having the medication brought to court.

Personnel shall then brief the Branch Supervisor on the status of the inmate and the need for medication.

Once the inmate's HIV/AIDS condition is identified, any medication (and accompanying prescription bottles/containers) that they may possess and claim is prescribed for HIV/AIDS shall be placed into their property and not processed as "bulk" property. The medication shall accompany the inmate to IRC/CRDF if/when they are transported.

**Branch Supervisors' Responsibilities**

Upon being briefed on the status of the inmate and their medication, the Branch Supervisor shall determine the proper course of action. In determining this course of action, it is imperative to ensure that the inmate receives the required medication at the specified time. Whether the inmate is going to be released (cited, bailed, or bonded out) or transported to IRC/CRDF, the process should be attended to as expeditiously as possible, especially if the inmate is due to take another dose of the medication. In determining the proper course of action, the Branch Supervisor shall consult the Supervising Clinic Nurse at IRC, (213) 893-5468/5470, who will assist the Branch Supervisor and, if necessary, be responsible for ensuring the timely delivery of the inmate to the clinic area upon arrival at IRC/CRDF. If the course of action is to transport the inmate to IRC/CRDF, the Branch Supervisor shall contact CST and ask for immediate transportation.

HIV/AIDS positive inmates will fall under one of the following categories when arrested:

- They will have their medication with them in a properly labeled (standard prescription label) container(s).
- They will have their medication with them in an unlabeled container (jar, baggy, pocket, etc.).
- They will have no medication with them.

If the inmate claims that they are scheduled to have the next dose of medication before it is possible to release or transport them to IRC/CRDF, and are in possession of the medication they shall be allowed to self-medicate. If the inmate is not in possession of the medication, they shall be allowed sufficient telephone access to arrange to have the medication brought to the court so they can self-medicate, provided the medication would arrive before the inmate is taken to IRC/CRDF. If the inmate is transported before the medication arrives, the medication shall not be accepted. Lockup personnel shall not tell the person who brought the medication to take it to IRC/CRDF unless personnel has been instructed to give such information by the IRC/CRDF Medical Staff.

**NOTE:** The self-medication option is to be used only in those instances in which an inmate is scheduled to have a dose of medication before they can be taken to IRC/CRDF. It shall not be used as a means to delay transporting an inmate under nonemergent circumstances.

### Verification of Medication

Regardless of packaging/labeling, all medications must be verified prior to allowing an inmate to self-medicate. In order to ensure proper identification, the following criteria should be met:

- The inmate should be positively identified by reliable picture verification (driver's license, California ID card, etc.) or through fingerprints.
- The medication must be identified as a known HIV/AIDS medication listed on the prescription by comparing the inmate's medication to a photo of the known medication as pictured on the identification chart provided by Medical Services ("Daily Dosing of Available Anti-retro-viral Agents") or the Physician's Desk Reference (PDR).
- Since there are no "generic" versions of HIV/AIDS medication, any medication claimed as such by an inmate shall be pictured on the chart and if not, the medication will not be accepted or given to the inmate.

### Lockup Personnel's Responsibilities Regarding Self-Medication

If the determination is made to allow an inmate to self-medicate and the inmate has chosen to do so, lockup personnel shall have the inmate sign the "Self-Medication Waiver" (copy attached) prior to allowing the inmate

to self-medicate. Once the waiver is signed, lockup personnel shall allow the inmate access to their medication.

**Note:** Because it is unlawful for unlicensed persons to “administer” medications, lockup personnel shall not give medication to the inmate. Instead, they should allow the inmate to retrieve the proper dose out of their supply of medication.

After lockup personnel have given the inmate a cup of water, the inmate shall take the medication in lockup personnel’s presence. Lockup personnel shall visually examine the inside of the inmate’s mouth to verify the inmate actually swallowed the medication.

Lockup personnel shall then complete the portion of the “Self-Medication Waiver” by entering the time the medication was taken, total number of capsules/tablets taken, a description of the capsules/tablets taken, lockup personnel’s name (printed, no initials), and employee number in the designated space(s) labeled “Jailer”.

In some instances, it is required that the medication be taken with food. If this is the case, lockup personnel shall provide the inmate with a snack (sandwich, etc.) as necessary.

Once processing is completed and the inmate is not going to be released from custody forthwith, they shall be immediately transported to IRC/CRDF. A Custody Division order specifies that the IRC/CRDF Watch Commander shall not refuse to accept an HIV/AIDS positive inmate, regardless of the charge(s).