7-03/070.30 Medical Transfer between Facilities

Inmates being transferred between custody facilities for medical reasons will have a red striped envelope containing medical papers. The envelope and all other medical papers are to accompany the inmate and be delivered to the Receiving Deputy along with the inmate. If there are no medical papers, note this on the teletype transfer request and give the teletype to the Receiving Deputy.

All inmates returning to Men's Central Jail for medical evaluation or treatment will have an additional clincher band (yellow in color) attached to the existing identification wristband. The attachment of the additional wristband will be done by custody personnel with the approval of the medical staff.

The transfer teletype will include the inmate's name, the reason for the transfer, and the inmate's booking number. The following is an example:

Doe, John	(Reclassification)	1234567
Boy, Bad	(Court Appearance)	8901234
Crook, Good	(Medical)	5678901
Dunk, Slam	(Parole Hearing)	2345678
Outahere, Im	(Release)	9012345

Do not accept any inmate from any Custody Division facility who is being transferred to Men's Central Jail for medical evaluation without an attached yellow clincher. This also applies to **"Medical Turnarounds."**

When entering the Inmate Reception Center advise the Receiving Deputy of the number of inmates being delivered for medical evaluation.

Failure to follow this procedure may cause the Transportation Bureau Deputy to be responsible for escorting the inmate through Inmate Reception Center to the Men's Central Jail Medical Clinic.

The following procedure will be utilized in processing teletype requests for transportation of inmates from a Sheriff's detention facility to LCMC Jail Ward via Inmate Reception Center.

- Upon receipt of the request for transportation, the Watch Deputy will direct the next Transportation Bureau crew going to the detention facility to pick up the inmate and deliver him to the Inmate Reception Center pending subsequent transportation to LCMC Jail Ward.
- The Transportation Bureau crew assigned to accomplish the movement will verify that the inmate is:
    1. Ambulatory and capable of boarding the bus unaided.
    2. Non-emergent in regards to the need for medical attention.
    3. To be accepted at LCMC Jail Ward without delay.
- The transporting crew will advise the Transportation Bureau Watch Deputy when they have delivered the inmate and the red striped envelope to the Inmate Reception Center.
- Whenever possible, the Transportation Bureau Watch Deputy will dispatch a crew to the Inmate Reception Center within thirty minutes to transfer the inmate to LCMC Jail Ward. No additional teletype will be required to complete the inmate's transfer.

In the event that more than thirty minutes has elapsed, and the inmate has not been transported by a crew, Inmate Reception Center personnel have been instructed to contact the Transportation Bureau desk to request further transportation.