

## 5-35/000.00 - Security of Medical Supplies, Medication Disposal And Self-Medication

### PURPOSE OF ORDER

To establish guidelines and procedures for securing medical supplies and administrative rooms, properly disposing waste medication, and addressing inmates who self-administer medication at the Inmate Reception Center (IRC).

### SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically in the clinic.

### ORDER

#### Security of Medical Supplies and Administrative Rooms

IRC deputies and custody assistants assigned to the clinic shall ensure supplies, administrative rooms and stock rooms belonging to the Correctional Health Services (CHS) are safe and secured.

Supplies include, but are not limited to, medication, pharmaceutical and associated supplies (i.e. individual eye droppers, IV tubing, etc.). Such supplies are stored in [REDACTED TEXT]

The CHS supervisor's room [REDACTED TEXT]

Per the **Medical Services Bureau Policy #M401.02 Medication – Outlying Facilities Stock**, drug storage rooms, cabinets, shelves or carts shall be kept locked **when not in use**. Therefore, since IRC is a facility that

medically processes inmates twenty-four (24) hours per day, **the [REDACTED TEXT] is permitted to remain open**. Similarly, as [REDACTED TEXT], which is utilized by nurses assessing inmates twenty-four (24) hours per day, the cabinet may also remain open.

**Note: When an emergency evacuation of the facility occurs, the CHS staff shall ensure the medical rooms, cabinets, shelves and carts are all locked and secured.**

The medication stock room, [REDACTED TEXT] shall remain locked at all times, unless it is in use by nursing staff. *Only* authorized personnel shall be allowed to enter. The medical stock room contains medications and additional pharmaceutical supplies. For additional information, please refer to **Medical Services Bureau Policy #M401.01 Medication – Stock Room**.

It shall be the responsibility of IRC custody personnel assigned to the nurse station security post, to ensure no inmate enters the back hallway. For additional information on nurse station security, please refer to the Duty Statement (DS) **9-04/006 Clinic Deputy and Custody Assistant Duties**.

#### Medication Disposal

Correctional Health Services personnel, specifically the nursing staff, shall be responsible for disposing waste medication. All discarded waste medication shall be placed in a locked box until the items are properly thrown away.

**Note: Deputy and custody personnel shall not dispose of medication in the trash or down the drain.**

#### Self-Medication

Per **Medical Services Bureau Policy #M205.02 Self Administration – Multi Day Medication Program**, inmates who meet the criteria for this program shall be permitted to self-administer approved medication. Therefore, deputy and custody assistant personnel shall not confiscate or discard such medication.

• **5-35/000.02 Security of Maintenance Tools**

**PURPOSE OF ORDER:**

The purpose of this order is to ensure tool security at the Inmate Reception Center (IRC).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at the IRC.

**ORDER:**

Per the Custody Division Manual (CDM) Section 3-06/090/00 Security of Tools the issuance and collection of tools must be maintained to ensure maximum security of each custody facility. Accounting for tools ensures inmates do not effect an escape or use them as weapons.

Tools shall be securely stored and marked for identification. Once each shift, tools must also be accounted for.

Inmates shall not use tools without proper supervision by custody personnel.

Inmates shall not retain any tools after their task are completed. Any personnel becoming aware of an inmate's unauthorized possession or access to tools shall immediately secure the tools, and report the incident to their immediate supervisor.

Every maintenance employee shall be required to maintain a tool inventory log on their tool cart. The maintenance employee shall be responsible for accounting for their tools at the start and end of each shift. Any discrepancies shall be immediately reported to the watch commander. Tool carts are subject to search

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and/or inventory by custody personnel at any time.

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