

## 5-45/000.00 - 5150 Welfare and Institutions Code Releases

### PURPOSE OF ORDER

The purpose of this order is to establish policies and procedures regarding the handling of 5150 Welfare and Institutions Code (WIC) open ward inmate releases at the Inmate Reception Center (IRC).

### SCOPE OF ORDER

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

### ORDER

#### Department of Mental Health Assessment

When an inmate is to be released, but is determined by Department of Mental Health (DMH) personnel to meet the criteria for a 5150 WIC hold, custody personnel are to contact personnel from DMH and request an Lanterman-Petris-Short (LPS) designated DMH worker to write a 5150 WIC hold, which will make the inmate ineligible for an open ward release.

Not all DMH personnel are LPS certified. If there are no LPS certified DMH employees available, deputy personnel shall write the 5150 WIC hold, with the approval of the on-duty watch commander. Deputy personnel shall consult with DMH personnel regarding the necessity of a 5150 WIC hold. The DMH worker conducting the assessment shall provide relevant information from their mental health assessment of the inmate for the deputy conducting the 5150 WIC hold. Relevant information for a 5150 WIC hold includes, but is not limited to: the inmate being acutely suicidal, having schizophrenia and taking psychiatric medications, having no known family or community support, among others. The deputy completing the 5150 WIC hold shall conduct a face-to-face assessment of the inmate prior to writing the hold.

**Note: The Health Insurance Portability and Accountability Act (HIPAA) allows for the sharing of relevant information to persons involved in providing care to the patient. This includes law enforcement.**

**Note: The mental health clinician is not allowed to write the hold and have the deputy sign it.**

#### Required Documentation

Packets containing the appropriate forms for a 5150 WIC open ward release can be found in the DMH work area at Module 231. The deputy writing the 5150 WIC hold will ensure the following forms are completed and placed within the 5150 WIC open ward release packet before transport of the inmate occurs:

- Application for 72-hour Detention for Evaluation and Treatment form (MH 302) is to be prepared in triplicate with the Uniform Reporting Number (URN) written in the upper right-hand corner. Distributed as follows:
  - Two copies to be placed inside the packet; and
  - One copy to be attached to the case report;
- Discharge Summary Form, to be completed by DMH personnel;
- Packet face sheet.

The 5150 WIC open ward release packet will be given to the ambulance drivers, who will be responsible for transporting the inmate to the hospital.

The deputy writing the 5150 WIC hold will also be responsible for completing the following forms and submitting them together to the appropriate floor sergeant:

- Incident Report (SH-R-49);
- Generating an URN with a '9' retention number and a stat code of 461;
- One copy of the Application for 72-Hour Detention for Evaluation and Treatment form (MH 302);
- One copy of the Inmate Property Card, once the inmate has signed it;
- One copy of the completed Discharge Summary Form;

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- Original copy of Receipt for Transporting Patient (if issued by the hospital).
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