

5-08-190 Pharmaceutical Deliveries

PURPOSE OF ORDER:

The pharmacy that serves Custody Division is now located at TTCF inside of security, on the fourth floor of the Medical Services Building. This order shall establish policy to ensure the security of all pharmaceutical deliveries and Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

The Custody Division Pharmacy is now located on the fourth floor of the Medical Services Building. Various pharmaceutical vendors make regular deliveries to the pharmacy via private contract courier or UPS. Deliveries may be made in private, unmarked vehicles (trucks or autos) or UPS vans. The pharmacy accepts deliveries between 0800 hrs. and 1700 hrs., via the CTC Entry Control Elevator #1.

Delivery personnel shall enter the facility through the West Entry Gate (at Vignes Ave.) and proceed to the West Inner Gate to CTC Entry Control. It shall be the responsibility of the West Entry Gate Control Officer (SSO) to notify CTC Entry Control personnel that a delivery is in route. Entry Control shall notify the pharmacy of the delivery.

CTC Entry Control personnel shall direct the delivery person to park in the closest parking stall adjacent to elevator #1. After exchanging the driver's valid California identification for a CTC Visitor Pass, he shall contact the CTC Control Officer to arrange an escort. The delivery person shall be escorted to the fourth floor pharmacy and back to CTC Entry Control. After the delivery has been made, CTC Entry Control personnel shall exchange the driver's I.D. for the CTC Visitor Pass and direct the driver to exit the facility via the East Gate.

CTC Visitor Pass

CTC Visitor Passes shall be maintained in the CTC Entry Control Booth for issuance to pharmaceutical delivery personnel. The Entry Control Deputy or Officer at the beginning and end of each shift shall account for all CTC Visitor Passes and notify CTC Control. The CTC Control Deputy or Officer shall ensure all passes are accounted for on the CTC Key Log, located in the CTC Control Booth
