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Security of Offenders in Non-prison Hospitals	ACA Standards: 4-4190-1, 4-4348		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Security of Offenders in Non-prison Hospitals

It is the policy of the Oklahoma Department of Corrections (DOC) to maintain security of offenders being transported to a non-prison hospital for medical care. These guidelines ensure that transportation will occur in such a manner as to protect the public, the employees, and the offenders who are under the custody of DOC. This procedure applies to DOC facilities/districts and to private prison contractors.

The OU Medical Center Security Unit is a subunit of Mabel Bassett Correctional Center (MBCC) and Lindsay Municipal Hospital is a subunit of Joseph Harp Correctional Center (JHCC). For purposes of this procedure, the facility heads of those correctional centers will be referred to as “receiving facility heads.”

For the purpose of this procedure, the term “offender” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

I. General Security Procedures

A. Transporting Offenders (4-4348)

1. Transporting officers remain responsible for the security of offenders brought to OU Medical Center or Lindsay Municipal Hospital security units on an outpatient basis. Transportation procedures will be in accordance with [OP-040111](#) entitled “Transportation of Offenders.”
2. All offenders must be escorted by the transporting officers from their facilities when brought to OU Medical Center or Lindsay Municipal Hospital for scheduled medical appointments or when transferred from another hospital.

- a. The transporting officers must escort and supervise the offenders while at OU Medical Center or Lindsay Municipal Hospital until the offenders' appointments are finished, or they are admitted as offender patients to the hospital.
 - (1) Transport officers will carry weapons as required in [OP-040111](#) entitled "Transportation of Offenders."
 - (a) OU Medical Center Weapon Security
 - (i) Upon arrival at the holding area, the officers will secure their weapons in the lock boxes. The offender will be secured in the holding cell. After the offender is finished with the medical appointment/treatment and is ready to leave the holding area, the offender's restraints will be checked before the officers remove their weapons from the lock box.
 - (ii) If the lock box area is not available at the holding area, one officer will remain outside with the weapons while the second officer secures the offender in the holding area. After the offender is finished with the medical appointment/treatment and ready to leave the holding area, the offender's restraints will be checked by one officer while the second officer maintain the weapons.
 - (b) Lindsay Municipal Hospital Weapon Security
 - (i) One officer will remain outside in the sallyport with the weapons while the second officer secures the offender in the holding area. After the offender is secured, the officer will secure the weapon(s) in a lock box and retain the key until ready to leave. The vehicle will be moved to the parking area.
 - (ii) After the offender is finished with the medical appointment/treatment, one officer will move the vehicle from the parking lot to the sallyport. The officer will then remove the weapons from the lock box. When the offender is ready to leave

the holding area, the second officer will check the offender's restraints and escort the offender to the transport vehicle in the sallyport.

- c. While at non-prison hospitals, facility officers providing security will position themselves in a manner so that a loaded weapon is never inside the admitted offender's room. For medium security and above, two officers will be required for security. One armed officer will be positioned outside the room at all times. A second officer will be in the room and will not be armed. In the event the offender must be moved, (e.g., for an x-ray, physical therapy, etc.) the armed officer will remain out of reach of the offender at all times with the second officer being in close proximity of the offender. Arrangements regarding storage of the second officer's weapon while on duty at the hospital, will be coordinated with the affected hospital's security. The weapon may be secured in a locked box in the transportation vehicle.
 - (1) In the event a medium security offender is terminally ill and/or physically incapacitated, security coverage may be reduced from two officers to one based on the offender's medical condition. Reduction of security may also be considered when more than one offender is housed in the same hospital or hospital room (e.g., two officers would not be required for each hospitalized offender).
 - (2) Any reduction in security will be approved in advance by the affected division manager.
 - d. If offenders taken to OU Medical Center or Lindsay Municipal Hospital are referred to another non-prison hospital for treatment, the appropriate division manager and the receiving facility head will determine if security for that offender can be assumed by the sending facility.
3. Transportation of an offender between OU Medical Center, Everett Tower and Presbyterian Tower may be accomplished by one officer.
 4. All offenders brought to OU Medical Center or Lindsay Municipal Hospital will be held in the holding cell until they are seen for their appointment or admitted to the hospital.
 - a. Only offenders with appointments at the hospital are allowed into the respective OU Medical Center and Lindsay Municipal Hospital holding areas.

- b. All offenders in holding areas will remain in appropriate restraints as specified in [OP-040111](#) entitled "Transportation of Offenders."
- c. The holding area will remain open until all offender outpatients have left the hospital.

5. Hospital Admittance

All DOC offenders admitted to OU Medical Center, to include community security offenders, will normally be housed on the DOC assigned medical unit, if clinically appropriate.

- a. All paper work will be completed, the offender escorted to the unit and a copy of the "Consolidated Record Card" ([DOC 060211H](#)) provided to the hospital unit officer.
- b. Offenders from community security facilities require supervision as outlined in Section I. D. items 9. and 10. of this procedure.

6. Discharge

The facility/district will not resume responsibility for a hospitalized offender until the offender is discharged from the hospital and facility/district staff receives physical custody of the offender. The facility or district is required to pick up their offender on the same day the security unit at either hospital calls and notifies them the offender is discharged and requires transportation.

- a. On weekends, offenders from locations other than Oklahoma City and Lexington areas will be transported to Joseph Harp Correctional Center (JHCC) by JHCC officers. Female offenders will be picked up by Mabel Bassett Correctional Center (MBCC) officers and transported to MBCC. The offender will be picked up the next business day by the assigned facility.

b. Discharge of Offenders Received from County

MBCC security staff assigned to OU Medical Center will contact the appropriate assessment and reception center when any offender received directly from a county jail, who is sentenced to DOC, is to discharge from the hospital. MBARC/LARC staff will pick up the offender from the hospital and transport to the appropriate assessment and reception center for processing.

B. Reception of Offenders Housed in County Jails

If an offender housed in a county jail is sentenced to DOC but not yet received, and becomes in need of hospitalization, the county jail will notify the DOC Classification Unit. The Classification Unit is responsible for contacting LARC and MBCC with authorization for MBCC to accept the offender at the Lindsay Municipal Hospital or OU Medical Center. The county will transport the offender to the Lindsay Municipal Hospital or OU Medical Center where the offender will be received by MBCC security staff upon admission to the hospital and receipt of an appropriate Judgment and Sentence.

C. After Hours Transport to OU Medical Center

If no MBCC security staff is present upon arrival at the hospital, the sending facility will contact MBCC OU Medical Center 6th floor security at (405) 271-4487 and advise the officer of their arrival. If it is determined the offender will be admitted to the hospital, the sending facility transportation officers will again contact MBCC OU Medical Center 6th floor security.

D. Hospital Security

1. The Department of Corrections, appropriate division manager and the receiving facilities are responsible for security at OU Medical Center areas assigned to DOC (assigned medical unit, holding area) and Lindsay Municipal Hospital.
2. Intensive Care Unit
 - a. MBCC officers assigned to the OU Medical Center will check on offenders in the intensive care unit at a minimum of every two hours, with all checks noted in the logbook. If the offender is high risk or death row and the sending facility desires more frequent checks on the offender, the sending facility will provide additional officers to facilitate the increased security.
 - b. The sending facility will provide for the security of offenders in other non-prison hospitals.
3. Escapes
 - a. If an offender escapes from a non-prison hospital, the sending facility will follow the escape procedures outlined in [OP-050103](#) entitled "Escape Notification Procedures."
 - b. The receiving facility head and sending facility head will be notified immediately of escapes from Lindsay Municipal Hospital or OU Medical Center.

4. Death Row/High Risk Offender Security

If a death row or high risk offender is admitted to the hospital, the sending facility will remain with the offender to assist the receiving facility with provision of security.

5. Sending Facility Officer Duties

- a. All officers at the OU Medical Center with an offender admitted to the medical unit, regardless of facility, will abide by the OU Medical Center Security post order, a copy of which may be obtained at the holding area. The post order will be reviewed and signed by officers supervising offenders in the hospital.
- b. While at OU Medical Center, transport officers will assist each other, as necessary, to meet medical appointments at the instruction of the holding area supervisor or designee.

6. Deaths

- a. Upon death of an offender at the OU Medical Center or Lindsay Municipal Hospital, the officer on duty will immediately notify the hospital unit supervisor and the sending facility. The shift supervisor will notify the facility head/duty officer and the correctional health services administrator (CHSA). The sending facility will immediately report any unexpected offender death to the Office of Inspector General. If the death occurred after normal business hours (weekend, evening, holidays, etc.), unexpected deaths will be reported via phone to the Office of Inspector General duty officer.
- b. If the offender death occurs at any other hospital, the officer providing security for that offender will immediately notify the shift supervisor of the sending facility. The shift supervisor will notify the facility head/duty officer and the correctional health services administrator (CHSA). The facility head or designee will report any unexpected offender death to the Office of Inspector General. If the death occurred after normal business hours (weekend, evening, holidays, etc.), unexpected deaths will be reported via phone to the Office of Inspector General duty officer.

7. At OU Medical Center and Lindsay Municipal Hospital, all minimum and higher security level offenders will remain in the officer's direct line of sight when outside the hospital medical unit or holding cell, with the following exceptions:

- a. Surgery

After anesthesia is applied and medical personnel take the offender into surgery, officers are to return to the holding area to wait until surgery is completed.

b. Recovery

- (1) Recovery room staff will notify the assigned DOC in-patient area when the offender is out of surgery. At that time, one officer will return to the north hall outside the recovery room until the offender is ready to return to ambulatory surgery or transfer to the hospital medical unit.
- (2) At the discretion of DOC staff, more than one officer may be assigned to the recovery room detail if the offender is high profile, death row, escape risk, behavior risk, etc.
- (3) Officers are to remain outside the recovery room unless called by hospital staff.

c. Emergency Room

- (1) The officer will register the offender at the main desk in the emergency room waiting area to be seen by the triage nurse, who will assess the offender's medical condition. The officer is not to take the offender through the back door directly into the emergency room.
- (2) Depending on the severity of the situation, the officer may be directed to wait in the main emergency waiting area until a room is available, or until the offender is taken into the emergency room treatment area.
- (3) If the offender is transported by ambulance, the officer is to stay with the offender and allow the ambulance EMT's to take the offender to the appropriate area.
- (4) Officers are to remain in the treatment room with the offender. Officers are not to loiter at the desk.

8. Restraints

All minimum and higher security level offenders at OU Medical Center, Lindsay Municipal Hospital, or other non-prison hospital, will wear leg restraints unless the attending physician and the receiving facility head, with consultation with the sending facility head, determine that leg restraints would prove harmful to the offender.

- a. The sending facility will be responsible for compliance with procedures for restraints as specified in [OP-040111](#) entitled "Transportation of Offenders."
- b. Once received in the holding area, the offender will continue to be restrained as specified by the sending facility.
- c. Upon admission to the hospital, if the attending physician does not agree with the sending facility's decision regarding restraints, the receiving facility head will make the final decision concerning removal of the restraints.
- d. Pregnant offenders will be transported without restraints. Exceptions will be made only with the "Authorization to Apply Restraints to a Pregnant Offender" ([DOC 040111A](#)).

9. Community Security Offenders – Lindsay Municipal Hospital

Offenders from community security facilities who are admitted as inpatients to Lindsay Municipal Hospital will be required to abide by the same guidelines as minimum security level or higher offenders, to include the following:

- a. The use of leg restraints unless an exception is granted.
- b. Offenders from community security facilities with an appointment at the Lindsay Municipal Hospital clinic only (not admitted as an inpatient to the hospital) will be escorted on and off the grounds by sending facility personnel.
- c. All offenders will be escorted on and off the grounds of Lindsay Municipal Hospital by sending facility transportation officers.

10. Community Security Offenders – OU Medical Center

Offenders from community security facilities who are admitted as inpatients at OU Medical Center will be required to abide by the same rules as minimum security level or higher offenders, with the exception of leg restraints. Community security offenders who are admitted as inpatients at OU Medical Center are not required to wear leg restraints.

II. Offender Rules

A. Disciplinary Procedures

Offenders placed in non-prison hospitals remain subject to [OP-060125](#) entitled "Department Offender Disciplinary Procedures." All offenders will

comply with hospital and patient rules as stated in Section II. of this procedure, regardless of their security status.

B. Offender Rules for Lindsay Municipal Hospital and OU Medical Center

1. Offenders may not normally have visitors or telephone calls except in extreme circumstances, such as when an offender is in critical condition or admitted for an extended period of time, normally two weeks or longer.
 - a. Any visits or calls must be approved in advance by the physician and receiving facility head.
 - b. Visits may be conducted with immediate family members only, as defined in [OP-030118](#) entitled "Visitation." A copy of the offender's approved visitor list or verification of the relationship will be obtained from the sending facility.
2. An attorney/clergy may visit the offender in the hospital with advance written approval of the receiving facility head, in consultation with the sending facility head. A copy of the approval will be forwarded to the sending facility to be placed in the offender's field file.
3. Offenders may only keep personal items necessary for hygiene. All other personal property will be secured according to [OP-030120](#) entitled "Offender Property."
4. The offender will comply with any other written hospital rules as approved by the receiving facility head.

III. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-030118 entitled "Visitation"

OP-030120 entitled "Offender Property"

OP-040111 entitled "Transportation of Offenders"

OP-050103 entitled "Escape Notification Procedures"

OP-060125 entitled "Department Offender Disciplinary Procedures"

IV. Action

The division head is responsible for compliance with this procedure.

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The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040114 entitled "Security of Offenders in Non-prison Hospitals" dated October 22, 2013

Deleted: Operations Memorandum No. OP-040114 Addendum-01 dated December 23, 2013

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 040111A	"Authorization to Apply Restraints to a Pregnant Offender"	OP-040111
DOC 060211H	"Consolidated Record Card"	OP-060211