Section 8 Subject 8.2	Environmental Health and Safety Security	04/01/90 -Originated 11/01/12 -Reviewed w/ changes - Reviewed w/o changes 12/19/12 - Effective
Policy 8.2.7	Security Associated with Offender/Correctional Patients	UTMB Police Department - Author

Security Associated with Offender/Correctional Patients

Definition

Offender/Correctional Patient: for the purpose of this policy, an *'offender/correctional patient'* is a patient under the custody of a law enforcement agency (e.g., city or county jail) or a correctional institution (e.g, Texas Youth Commission (TYC) or Texas Department of Criminal Justice (TDCJ).

Policy

As a condition of providing medical services to offender and correctional patients, the University requires that the correctional institutions, law enforcement and outside agencies provide or make arrangements for security services. All UTMB employees must observe the security regulations specified by the TDCJ while working in the TDCJ Hospital.

Patient Confidentiality

All non-medical information regarding offender patients is considered highly confidential and is to be released only through the Security or Custody Agency responsible for the offender.

Requests for medical information shall be handled through UTMB Health Information Management (HIM).

Security Awareness Training

Security Awareness Training

1. Security Awareness Training is required for all personnel who work in the TDCJ Hospital and is recommended for personnel who are in contact with offender patients in other UTMB buildings. Annual updates are required of all personnel who work in the TDCJ Hospital

2. Employees who work in the TDCJ Hospital are required to attend a classroom course for their initial training. Other personnel are encouraged to do the same. Contact TDCJ Security at extension 26119 or 26108 to obtain a class schedule

3. An on-line training module is available for annual updates and for personnel who are in contact with offender patients in other UTMB buildings.

4. All UTMB and TDCJ employees are also required to take the on line course “Threatening Situations” initially and a refresher course annually.

University Police Responsibilities

The University Police will provide assistance to unit/area personnel and coordination with other law enforcement agencies as specified in the procedures below.

University Police will assist in the following areas:

1. upon request, review the credentials (identification) of the person providing security from another agency
2. contact the involved law enforcement agency if there is a question regarding security personnel

UTMB Unit/Area Responsibilities

If there is a question regarding the need for security or with the security provided, unit/area personnel should call the University Police. In addition, the Nurse Director/Nurse Administrator should be notified.

Discharge should be arranged with the law enforcement agency/institution.

Agency Responsibilities

Agencies bringing patients in their custody to the Emergency Department for treatment shall plan to remain with the patients and escort them away when treatment has been concluded.

If the patient's medical condition requires admittance to the hospital, the agency must provide or make arrangements for security services on a 24-hour basis. Exceptions include:

1. Prisoners released on their recognizance
2. Most Department of Mental Health/Mental Retardation (MHMR) patients. In these cases, the security personnel should remain until the patient is on the unit and secure.
3. Prisoners with a misdemeanor charge
4. Additionally, special circumstances may waive the need for security (e.g., patient is comatose) upon approval of the attending physician

Security personnel designated to keep the patient in custody must at all times wear conspicuous identification or shield.

Security personnel will remain with or in close view of, the patient to assure that the patient remains in custody. If the officer on duty is

Agency Responsibilities, continued

requested to leave the room by a health care provider, the officer will maintain visual contact with the prisoner but maintain sufficient distance to protect the prisoner's right to confidentiality.

The officer will re-enter the room of the prisoner as requested by the physician or other appropriate health care provider or on departure of the physician or health care provider.

Relief for security personnel will be provided by the agency designated to guard the patient in custody.

If the foregoing conditions are not acceptable to the agency involved, other arrangements must be made for the provision of health care services.

Guidelines

1. Employees will use Mr./Ms./Mrs. and their last name when introducing themselves to offender/correctional patients

2. Employees shall not leave any equipment or supplies not routinely used or medically necessary in the delivery of patient care in the room without approval from the law enforcement agency or correctional institution

3. Any equipment that is left in the patient's room will be checked for any missing parts (e.g., knobs, wires, etc.), prior to placing in the room, during use, and prior to leaving the room. Anything missing will be reported to the appropriate authority immediately

4. At no time will an offender/correctional patient be handcuffed to a bed or other fixture and left unattended by law enforcement and correctional personnel

   Metal wrist and ankle cuffs may be used to physically restrain patients for security purposes. In these circumstances, the nursing staff are required to monitor the patient's affected extremity for proper circulation and positioning every shift or as the condition warrants, and shall document this in the medical record

Guidelines, continued

5. When the use of metal wrist or ankle cuffs is prohibited by a medical condition, a physician's order and a progress note must be written in the medical record explaining the rationale for the removal. An alternative restraint may be used (e.g., if leg restraint is removed, handcuffs may be applied)

6. If security personnel disagree with the physician regarding the removal of security restraints, the warden/responsible security official or designee and the appropriate unit medical director must be contacted for resolution

7. In case of an emergency (e.g., fire alarm, etc.) outside law enforcement and correctional personnel shall contact the charge nurse or nurse manager for the area and follow the instructions given

8. Idle conversation with offender/correctional patients is prohibited. An employee's personal life shall not be discussed with, nor in the presence of, a patient

9. Official conversation should be conducted outside the hearing of the offender patient unless their involvement is necessary

10. Correctional/offender patients should not be aware of the time or location of their appointments, admissions or discharges

TDC Hospital Security Measures-General

All UTMB employees must observe the security regulations specified by the Texas Department of Criminal Justice while working in the TDCJ Hospital. These policies are found in the TDCJ Hospital Administration Policy and Procedure Manual located on each unit.

Only authorized personnel will have access to the TDCJ Hospital on an as required basis. All UTMB personnel who work in the TDCJ Hospital must pass a security clearance.

1. Employees must present the appropriate UTMB identification to gain access to the corrections hospital. ID badges must be worn and visible at all times

2. All employees shall be business-like and professional in their behavior and dress. Employees will use Mr./Ms./Mrs. and their

TDC Hospital Security Measures- General, continued

last name when introducing themselves to offender patients

3. Employees visiting and malingering will not be tolerated in the hospital

4. Any occurrences of misconduct by the offender patients must be reported to corrections personnel immediately. This includes any attempt of an offender patient to solicit help not in the official duties of an employee and unusual inquiries about an offender patient

5. All offender patients will be confined to their rooms. Under no circumstances will they be permitted to leave their rooms unless accompanied by corrections personnel

Contact Situations

1. Offenders shall be transferred to and from the TDCJ Hospital with a TDCJ security escort. Escorts may be arranged by calling TDCJ Security. Whenever offenders are being transported away from their unit, hospital personnel must follow instructions of the security officer who accompanies them

2. Physical contact with offender patients by UTMB personnel, both in the TDCJ Hospital and in other areas, shall be supervised by TDCJ personnel as required

3. Employees shall not leave any equipment or supplies not routinely used or medically necessary in the delivery of patient care in the offender's room without the approval of TDCJ security

4. Any equipment that is left in the patient's room will be checked for any missing parts (e.g., knobs, wires, etc.) before it is placed in the room, during use, and prior to leaving the room. Any missing items will be reported to TDCJ Hospital Security immediately

TDCJ Patient Recording Devices Confidentiality

Cameras, cell phones, and recording equipment are not allowed in the hospital unless approved by UTMB Hospital Administration and authorized by the Warden or his designee. Materials used in medical photography may be authorized by the shift supervisor.

Pictures may be taken only with the~~ir~~ written authorization of the

TDCJ Patient Recording Devices Confidentiality, continued

offender. Refer to IHOP Policy 9.3.17, *Patient Consent-Overview and Basic Requirement*.

Medically related pictures may be taken without an authorization if the patient cannot be identified.

TDCJ Hospital Visitation

Special visitation of those patients in serious or critical condition may be approved by the Warden or his designee.

A TDCJ security officer will be present during such visits.

All patients not in serious critical condition will receive visits in accordance with TDCJ Institutional Division administrative directives.

TDCJ Security should be contacted to obtain visitation approval.

TDCJ Communications To/From Offender Patient

Idle conversation with offender patients is prohibited. An employee's personal life shall not be discussed with an offender patient, or in the presence of a patient.

Official conversation should be conducted outside the hearing of the offender patient unless their involvement is necessary. Offender patients should not be aware of the time or location of their appointments, admissions or discharges.

Any inquiries by an offender patient's family or friends will be referred to TDCJ Security.

The use of the telephone by an offender for any purpose is prohibited.

No hospital employee may make phone calls for patients, or relay messages to or from offenders unless authorized by the Warden or designee. Physicians may contact family members for medical purposes only.

Disciplinary action will be taken against offenders and employees if phone calls are made by them or for them without authorization. Phone calls for offenders are to be transferred to TDCJ's Inmate Records Department

All TDCJ offender correspondence is to be forwarded to the mail officer

TDCJ Communications To/From Offender Patient, continued

at the TDCJ Hospital for dispatch.

1. hospital employees are not allowed to mail letters for these patients
2. no packages, mail magazines, or other items may be brought in by visitor or hospital employees
3. UTMB and TDCJ Security hospital personnel are not allowed personal correspondence with an offender

NOTE: Employees must remember that these patients are offenders and that the corrections hospital must be operated with security and quality medical care of equal concern. Health care personnel should recognize that delivery of care must not jeopardize security requirements.

References

Policy 9.9.3, *Hostage Policy Involving Offender/Correctional Patients*
Search and Contraband Procedures for All Persons Entering a Correctional Unit