

Medical and Health Services

2100.1 MEDICAL ADMINISTRATIVE STRUCTURE/CORRECTIONAL HEALTH SERVICES (CHS)

Correctional Health Services (CHS) is a division of the County Health Care Agency (HCA). Correctional Health Services is responsible for providing health care services in all county Jail Operations facilities. The responsibilities and authority for the delivery of health care services are set forth in the Memorandum of Understanding (MOU) between the Health Care Agency and the Sheriff's Department, effective November 1, 1985.

- (a) Correctional Health Services (CHS) shall have as its director a physician licensed by the State of California Medical Board. They must hold a valid license issued by that agency. The licensee must be in good standing with the state. The director shall be responsible for overseeing the delivery of medical care services to all County Jail Operations facilities.
- (b) The selection and appointment of the medical director (Public Health Medical Officer II) will be the joint responsibility of the Sheriff and HCA. The Sheriff's Department is included in the selection process as authorized by Penal Code Section 4023. Under Penal Code Section 4023 it is the Sheriff-Coroner's responsibility to appoint a Medical Director-Physician.
- (c) The Medical Director and Program Administrator shall meet quarterly, or as needed, with the Division Commander and Assistant Sheriff of Jail Operations, to discuss and review the CHS health delivery system and health environment. Written findings are submitted to the Assistant Sheriff when required and include the following:
 - 1. The effectiveness of the medical care delivery system processes.
 - 2. Description of any health environment factors which are substandard.
 - 3. Changes effected since the last reporting period.
 - 4. Quarterly statistics.
 - 5. Recommended changes.
- (d) Program Administrator
 - 1. The Program Administrator is responsible for all non-medical administrative decisions affecting CHS in Jail Operations. The Program Administrator shall report to the Deputy Assistant Director of Medical Services at the HCA.
- (e) Nursing Manager Supervising Correctional Nurse
 - 1. The Nursing Manager is responsible for all decisions pertaining to nursing. The manager shall be responsible for the direction and supervision of all nursing staff assigned to the facility.

2100.2 MENTAL HEALTH ADMINISTRATIVE STRUCTURE/CORRECTIONAL HEALTH SERVICES (CHS)

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(a) Psychiatric Director

1. The Psychiatric Director of Correctional Health Services (CHS) shall be a board certified/eligible psychiatrist, licensed by the Medical Board of California, and they shall be in good standing with the State of California. The director shall be responsible for overseeing the delivery of mental health treatment services to the inmates in custody of the Sheriff. The Psychiatric Director will assist all staff in resolving clinical problems.

(b) Service Chief

1. The CHS Service Chief is responsible for supervising the Mental Health Correctional Health Services staff in the delivery of program services to the facilities; for assisting with and facilitating the resolution of clinical program operations and administrative problems; and for maintaining a line of communication and coordination to the CHS Program Administrator.

2100.3 AREAS OF RESPONSIBILITY/GOALS-MEDICAL

- (a) It shall be the goal of the Correctional Health Services (CHS) program to comply with the "American Medical Association Standard for Health Services in Jails - September 1981".
- (b) Matters of judgment regarding health care services will be the sole province of the health services staff. This is limited to diagnosis of illness and injury and development of medical treatment plans which include recommendations to the Sheriff's Department regarding housing and safety precautions.
- (c) CHS staff will evaluate the medical needs of inmates in the County's jail facilities and provide medical treatment necessary to prevent deterioration, to improve the condition of injuries or illness present on admission, and/or to treat injuries or illnesses arising during the period of detention.
- (d) CHS will provide 24-hour health screening of all arrestees in a timely manner prior to booking.
- (e) CHS staff will treat injuries or illnesses arising during incarceration. This includes:
 1. Clinical care rendered to an ambulatory patient with medical care complaints which are evaluated and treated at "sick call" or by special appointment.
 2. Infirmary care provided by, or under, the supervision of a registered nurse for an illness or diagnosis which requires limited bed care observation and/or management.
- (f) 24-hour nursing coverage and medical emergency response will be provided.
- (g) CHS personnel will be responsible for purchasing, dispensing, administering and maintaining records for all medications and pharmaceutical items.
- (h) Proper medical records and medical histories on all inmates in the facility will be maintained. Medical files will be available to the Division Commander and Watch Commander upon request after approval of the Medical Director or Program Administrator.

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- (i) CHS will determine the need for referral of inmates to outside contract medical or hospital facilities for treatment.
- (j) Emergency and palliative dental care, and when feasible definitive dental care, will be provided to the inmates assigned to Jail Operations.
- (k) Health services staff will not be asked to provide body cavity searches. However, CHS will maintain a contract with a qualified medical provider for these services where medical supervision is required.
- (l) In-service training for CHS and for Sheriff's Department personnel regarding the delivery of medical services to inmates will be provided.
- (m) Necessary communications with Sheriff's Department staff will be maintained in order to be aware of the general health condition of inmates. Meetings to discuss concerns and issues to be scheduled as needed.
- (n) CHS employees will conform to appropriate dress requirements of civilian employees of the Sheriff's Department.
- (o) Personnel shall comply with all security procedures within the County's jail facilities.

2100.4 AREAS OF RESPONSIBILITY/GOALS- MENTAL HEALTH

- (a) 24 hour a day, 7 day a week on-site mental health services will be provided.
- (b) Correctional Health Services (CHS) staff will evaluate and treat mentally ill inmates in order to provide necessary onsite mental health treatment during their incarceration.
- (c) Treatment plans will be developed which may include recommendations to the Sheriff's Department regarding housing and safety precautions. Such recommendations will be communicated in a timely manner, in writing, to the Watch Commander and Classification staff.
- (d) Confidential mental health records will be maintained pursuant to Welfare and Institutions Code Section 5328.
- (e) CHS will administer the Alternative Community Treatment Program.
- (f) CHS will determine the need for referral of inmates for psychiatric in-patient treatment. The assistance of Classification staff may be used as a resource in making this determination.
- (g) In-service training for CHS and for Sheriff's personnel regarding the delivery of mental health services to inmates will be provided.
- (h) CHS staff will be responsible for ensuring compliance with Short/Doyle Mental Health Laws and Regulations.
- (i) CHS employees will conform to appropriate dress requirements of civilian employees of the Sheriff's Department.
- (j) CHS personnel shall comply with all security procedures within the County's jail facilities.

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2100.5 AREAS OF RESPONSIBILITY/GOALS- SHERIFF'S DEPARTMENT

- (a) The Sheriff's Department shall retain control over and set policies for maintaining security with the jails, and jail premises. This shall include the identification of proper housing for inmates.
- (b) Security will be provided for those inmates confined in the medical areas, in order to ensure the safety of the inmates and the Medical and Mental Health Services staff.
- (c) Necessary communications with the Medical and Mental Health Services staff will be maintained in order to be aware of the general health condition of inmates. Monthly meetings to discuss concerns and issues will be scheduled as needed.
- (d) Staff will monitor and ensure compliance with established procedures for referral of inmates to the medical and mental health units for treatment, including sick call, placement into the infirmary, etc.
- (e) Relevant information will be provided by employees to Medical and Mental Health Services so that proper services can be provided. This will include routing booking information, basis for referral, and any other information specifically requested, subject to the approval of the Watch Commander.
- (f) During certain instances where security, administrative, or other considerations must take precedence over medical procedures or considerations, the action will be brought to the attention of and discussed with the appropriate Health Care Agency's (HCA) Program Administrator.
- (g) It shall be the goal of the Sheriff's Department, in conjunction with the HCA, to comply with the "American Medical Association Standards for Health Services in Jail - September 1981."
- (h) Correctional Health Services (CHS) staff will participate in Standards and Training for Corrections.
- (i) All HCA/CHS employees will complete the Custody Orientation for Professional Staff course within (90) days of their assignment/employment start date, with a refresher course completed every two years.
 - 1. The Jail Compliance and Training Team (JCATT) will maintain the Custody Orientation for Professional Staff course and disseminate it to HCA/CHS employees.
- (j) The Watch Commander will be responsible for answering calls from the AIDS Surveillance and Monitoring staff and releasing home address information on inmates no longer in custody. Members of the AIDS Surveillance Team are permitted to receive this information via telephone.

2100.6 GENERAL POLICIES

- (a) Inmates will not be used for medical, pharmaceutical or cosmetic experiments. This does not preclude the use of a new medical procedure for the individual treatment of an inmate by their physician, subsequent to a full explanation of the positive and negative features of the treatment by the inmate's physician. (CPC 4023)

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- (b) Health appraisals will be conducted by medical personnel on all new inmates within 14 days after arrival at the facility, or at the discretion of the medical staff, in order to determine any health problems which may need immediate attention and to determine if the individual needs any further health care.
- (c) Inmates will not be used for the following duties:
 - 1. Performing direct patient care services.
 - 2. Scheduling health care appointments.
 - 3. Determining access of other inmates to health care services.
 - 4. Handling or having access to:
 - i. Surgical instruments
 - ii. Syringes
 - iii. Needles
 - iv. Medications
 - v. Health Records
- (d) First aid kits will be available in designated areas of the facility as determined by Correctional Health Services (CHS). First aid kits will also be located in the medical units.
 - 1. These designated areas shall include, but are not limited to the following:
 - i. All Facility Guard Stations
 - ii. All Programs Buildings/Classrooms
 - iii. Records/Classification
 - iv. Administrative Offices
 - v. Clothing/Property Room
 - vi. Lobby Areas
 - vii. Visiting
 - viii. Recreation Yard
- (e) Jail personnel will be required to attend classes taught by CHS staff during the Basic Jail Academy. Personnel are also required to attend biennial CPR training and first aid instruction.
- (f) The HCA shall be responsible for determining adequate staffing levels and personnel requirements in order to provide necessary health care services to inmates.
- (g) All appropriate state and federal licensure, certification or registration requirements and restrictions apply to personnel who provide health care services to inmates. The duties and responsibilities of such personnel are governed by written job descriptions approved and on file in the County Personnel Department.