



City of Racine Police Department
Policy and Procedure

Number: 906

Subject: Hospitalized Prisoners		
Date Issued: 08-29-80	Effective Date: 07-16-12	Revision Number: 4

POLICY:

When a person under arrest is admitted to a medical treatment facility it is the Department's responsibility to ensure the safety of the community at large, the staff and patients of the medical treatment facility, and members of the Racine Police Department. The prisoner shall be treated as if he or she has been confined to the LEC.

PROCEDURE:

When a person in custody is admitted to the hospital for extended period (beyond the next shift) for treatment and prior to them being turned over to the care and custody of the Racine County Sheriff's Department:

MEMBER:

1. Contact a supervisor and relay the circumstances which require the admittance of the person in custody to the hospital as well as initial incident.
2. When you are assigned prisoner guard duty at a hospital;
 - a. Obtain the room number and any special instructions from your supervisor or the shift commander prior to departing for the hospital.
 - b. Respond to the hospital in standard police uniform with all required equipment.
 - 1) Flashlight
 - 2) Prisoner Guard Log (RPD140) blanks
 - 3) Your lunch (if time permits); otherwise, relief will be provided when appropriate.
 - c. Relieve the member(s) at the hospital and exchange any pertinent information relevant to the prisoner.
 - 1) The member that you are relieving should point out any issues that may pose a threat to the safety of yourself, the prisoner, or hospital staff.
 - 2) Have the member that you are relieving advise you of the nearest access points to the room such as elevators, stairwells, etc...
 - 3) Have the member that you are relieving advise you of any special medical requirements for the prisoner.
 - d. Notify Communications and confirm with them that you have relieved the other member(s) and ensure that they are aware of the current room number.
 - e. Examine the interior of the room for possible instruments or articles that could be used for escape, or pose a threat to the officers or the prisoner.
 - 1) Include a check of the bathroom, closet, nightstand, drawers, etc...
 - 2) Re-examine the interior of the room when the prisoner/guard have been absent from the room during routine patient tests, therapy, etc.
 - f. Ensure the prisoner is only dressed in hospital attire, and that all personal clothing is secured in a plastic bag and retained at the guard point, totally inaccessible to the prisoner.
 - g. Ensure the prisoner is restrained while a patient of the hospital or medical facility. The use of leg irons is the preferred method.
 - h. Ensure that there is not a phone in the room; he or she is not authorized any incoming or outgoing phone calls.
 - i. The prisoner is not permitted to receive or send out mail.
 - j. Safeguard and prevent escape of the prisoner.
 - k. Assigned guards will remain either inside the prisoner's room or in the hallway with a direct view into the inmate's room.
 - l. Assigned guards will be in the room any time there are others present, to include hospital personnel and others on the approved list of visitors.
 - m. Inspect all prisoners' meals.

- 1) Make a mental note of all eating utensils prior to and upon completion of meal, ensuring that they are all accounted for or if possible, make arrangements for plastic eating utensils instead of metal ones.
 - 2) Ensure that he or she only is provided with hospital prepared foods and beverages.
 - 3) Confiscate potentially dangerous items.
 - 4) Visitations are limited to those persons approved by the Shift Commander.
- n. Hospital rules regarding visitation hours and number of visitors in the room at one time shall be enforced.
 - o. Prevent unauthorized articles from being passed to prisoner.
 - p. Document all activities on the Prisoner Guard Log (RPD140).

SUPERVISOR:

1. When a member advises you that it will be necessary to hospitalize a prisoner, obtain all the necessary information to brief the shift/unit commander.
2. If a prisoner guard is approved;
 - a. Coordinate with the hospital staff to obtain an isolated room to ensure the safety of the prisoner, hospital staff, and police personnel.
 - b. Assign a member(s) as a prisoner guard(s).
 - c. Ensure each prisoner guard is thoroughly briefed about their assignment.
3. Check with the guard officer(s) and address any issues or problems.
 - a. Review the Prisoner Guard Log (RPD140).
 - b. Check with hospital staff to ensure that the situation is being handled in a manner that conforms to the hospital's concerns and protocols.
 - c. Ensure that the guard officer is receiving the adequate opportunities for relief.
4. At the end of each guard shift, review the completed Prisoner Guard Logs for accuracy and completeness and forward them to Records for filing. Ensure that any important information is forwarded to the relief guards and/or primary investigator.
 - a. Leave a copy of the Prisoner Guard Log with the relief guard.
 - b. Forward a copy of the Prisoner Guard Log directly to the investigator handling the case involving the prisoner.

**SHIFT/UNIT
COMMANDER:**

1. Determine if the prisoner requires a guard.
2. If necessary, contact the Deputy Chief of Patrol or Deputy Chief of Investigations.
3. Inform hospital staff that a single room at the end of a hallway is preferred.
4. Assign a sergeant to supervise the guard duty requirements.
5. Keep informed as to any events (or lack of events) occurring during your shift.
6. Provide guidance to member(s) assigned as prisoner guard(s) regarding special privileges given to the prisoner.
7. Brief the oncoming shift commander about the activity that occurred during your shift, or any information relevant to the guard assignment.

**INVESTIGATIONS
COMMANDER:**

Ensure that the shift commander is kept informed with pertinent information regarding the prisoner and the investigation that may be relevant to the safety of personnel involved, including the prisoner.

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