

Client and Patient Procedures

13003.1 CLIENT AND PATIENT PROCEDURES

(a) Conservatee Transportation

1. No firearms are permitted inside the mental health units. The officer loading and unloading the patients from locked units will either secure their firearm in the van's gun locker, the facility bus bay or the trunk of their vehicle prior to handling the patients at the facility.
2. Both officers will exit the vehicle and take positions that will ensure the safety of the officers and the patients.
3. Upon arrival the team will notify the Detention Deputy and park their vehicle inside the secured bus bay. All loading and unloading of patients shall be done inside the secured bus bay (Unless failure of the Detention bus bay door necessitates an alternative plan). The patients will be escorted by both team members to the courtroom using the elevator.
4. The patients will be escorted single file into the client holding room. The lead officer shall inspect the locks on both doors of the holding room and also inspect the room for any dangerous items before the patients are allowed to enter. The bailiff will also conduct a thorough search of the holding room before the arrival of the patients each day.
5. Patients who commit an assault upon another patient or upon an officer while in the Sheriff's care and custody shall be restrained and separated from the other patients. Paramedics shall be called if an injury is sustained. The On-Duty Sergeant shall be notified and a report will be written. The appropriate agencies/facilities responsible for the patients involved must be notified.

(b) Meals

1. The Conservatee Team will be responsible for picking up all client meals from the client's care facility before departing the facility. All client meals are to be dispensed and eaten inside the holding room at the courthouse. Some clients because of the distance traveled cannot be transported without a sack lunch. If the facility cannot provide a lunch on the morning of the pick-up the team may refuse to transport the patient.
2. The lunches should be checked for items which could cause harm to an officer or to another patient.

(c) Medications

1. All medication will be administered to the client by the medical facility staff prior to their departure with the Sheriff's Department. No medication will ever be received or dispensed by Sheriff's Department personnel.
2. Any violations of this policy shall be documented on the log and submitted to the On-Duty Sergeant at the end of shift. The On-Duty Sergeant will investigate the incident and notify the appropriate care facility.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

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(d) Restricted Items

1. Generally clients from the health care facilities are not permitted to possess matches, lighters, cigarettes/cigars, tobacco, pens, pencils or any other sharp objects while in the care and custody of the transportation team.
2. Some clients are permitted to possess the above items at their facility, but under no circumstances should they be transported with any of these items in their possession.
 - (a) Instruct the nurses or caregivers to tell the clients to leave these items behind.